

## STUDENT GUIDE

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## ORT: ADVANCED TOPICS

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## LIST OF EFFECTIVE PAGES

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## **ORT: ADVANCED TOPICS**

### **Student Guide Overview**

#### **I. STUDENT GUIDE**

The Student Guide is provided for classroom use. At the discretion of the site, the guides may be retained by the student when the class is over, or the guides may need to remain in the classroom for use by other sessions of the same class. Additional materials may be available to support the class presentation. These materials will often be a benefit at workcenters. Some of the materials will be reproduced and provided as handouts.

The Student Guide contains the following sections:

#### **Student Guide Overview**

This section contains an overview of the Student Guide, class specifications, and conventions used in the documentation.

#### **Modules**

Each module is in its own stand-alone division. Each module contains the following sections:

##### **Section 1. Module Outline**

Slightly edited, this section is the same as in the Presenter's Guide. It contains the presentation objectives, topics, activities, and steps.

##### **Section 2. Practices**

These are the same practices that appear in the Presenter's Guide; however, the Evaluation Criteria are not included in the Student Guide.

##### **Section 3. Master Practice**

This is the same Master Practice that appears in the Presenter's Guide; however, the Evaluation Criteria are not included in the Student Guide.

#### **Section 4. Data Cards**

This section contains all of the same data cards that appear in the Presenter's Guide.

#### **Section 5. Reference Materials**

This section contains all of the Reference Materials that appear in the Presenter's Guide.

In addition to the Student Guide, students should be provided with a handout containing class-specific Quick Reference Guides extracted from the Reference Materials.



## II. CLASS SPECIFICATIONS

### **ORT: Advanced Topics**

COURSEWARE NUMBERS: TC-4.5-0552/TC-4.5-0553

OVERVIEW: This class presents advanced topic modules for users who have completed their functional training and have experience using CHCS.

CLASS LENGTH: 4 hours

TARGET AUDIENCE: Site-selected staff with experience using CHCS.

PREREQUISITES:

- ORT: CHCS Orientation  
Module 1 - Getting Started
- Completion of functional training
- Experience using CHCS

RECOMMENDED:  
CLASSES: None

### **Module 1 - Online Users Manual**

Module Overview: This module presents the use of the Online Users Manual (OLUM).

Module Length: 45 minutes

Objectives:

- Use the ?[option] to display option user manual text.  
Practice 1
- Use the OLUM Table of Contents to display user manual text.  
Practice 2
- Use the OLUM Index to display user manual text.  
Practice 3

## **ORT: Advanced Topics (continued)**

### **Module 2 - Menu Jumps and Advanced Editing**

- Module Overview: This module presents a technique for quickly accessing a menu, as well as using advanced editing features of both the line and screen editors, including the spell checker.
- Module Length: 1.5 hours
- Objectives:
- Use the quick menu access technique to jump to a specified menu option.  
Practice 1
  - Edit a word-processing field value using advanced edit options of the line editor.  
Practice 2
  - Edit a word-processing field value using advanced edit features and spell check text of the screen editor.  
Practice 3
  - Use font symbols in word-processing field text.  
No practice

### **Module 3 - User-Defined Keys**

- Module Overview: This module presents the use of user-defined keys (UDKs), including how to create and maintain UDK libraries.
- Module Length: 1.5 hours
- Objectives:
- Use a UDK.  
Practiced in Practice 1
  - Load a UDK Library.  
Practice 1
  - Show a UDK Library.  
Practice 2
  - Copy a UDK Library.  
Practice 3
  - Create a UDK Library.  
Practice 4

### III. CONVENTIONS

#### GENERIC CONVENTIONS

- designates objectives. The activities following the solid box support that objective.
- designates subobjectives. The activities following the open box support that subobjective.

**ALL CAPS AND BOLD** text at the left margin indicates a topic. A topic appears within the text of an objective or subobjective and can include information that is independent or supportive of an objective or subobjective.

**Initial Caps and Bold** text at the left margin indicates a level 1 subtopic. A level 1 subtopic appears within the text of a topic. It includes information that is supportive of the topic.

**Initial Caps and Bold** text at one indent indicates a level 2 subtopic. A level 2 subtopic appears within the text of a level 1 subtopic and includes information that is supportive of the level 1 subtopic.

**Initial Caps and Bold** text at two indents indicates a level 3 subtopic. A level 3 subtopic appears within the text of a level 2 subtopic and includes information that is supportive of the level 2 subtopic.

- ▲ designates a procedure. Numbered steps following the solid triangle support that procedure.

**Bullets (•)** with an action verb indicate activity steps.

Following a prompt, text in **ALL CAPS AND BOLD** indicates specific data to be entered (typed or selected from the screen) by the student. This specific (or constant) data is usually the same for all students or for the activity.

Variable data is represented by **[text in square brackets]**. Variable data can be data provided on the appropriate data card, or it can be data that you choose to support the scenario. This variable data is different for each student.

The complete menu path is always included each time a menu option is accessed, starting at the subsystem primary menu. The synonym for the menu where the last objective or activity ended is listed in **bold**. If the last activity was a practice, the lowest menu common to both the practice and the current objective is listed in **bold**.

**Primary Menu → ME → IOP**

*Scenarios* appear in italics for easy recognition.

# **ORT: ADVANCED TOPICS**

## **Module 1 - Online Users Manual**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **Section 1. Module Outline**

## **I. INTRODUCTION**

### **OVERVIEW OF ADVANCED TOPICS**

Welcome to Advanced Topics.

The purpose of this class is to present advanced training for users who have completed their functional training and have experience using CHCS.

This class is scheduled to last approximately 4 hours.

The target audience includes site-selected staff with experience using the Composite Health Care System (CHCS).

Prerequisites include:

- ORT: CHCS Orientation  
Module 1 - Getting Started
- Completion of Functional Training
- Experience Using CHCS.

There are no recommended classes.

**Note:** Refer to the Class Specifications for a more complete description of all modules.

Practices will follow the demonstration or lecture. A Master Practice will be given at the end of each module to demonstrate proficiency in the objectives presented.

### **OVERVIEW OF MODULE.**

The purpose of this module is to instruct experienced users how to use the Online Users Manual (OLUM).

This module is scheduled to last approximately 45 minutes.

## **DISCUSS OBJECTIVES**

- Objective 1: Use the ?[option] to display option user manual text.
- Objective 2: Use the OLUM Table of Contents to display user manual text.
- Objective 3: Use the OLUM Index to display user manual text.

## II. PRESENTATION

### ■ Objective 1: USE THE ?[OPTION] TO DISPLAY OPTION USER MANUAL TEXT

**Scenario:** *You are not sure how to respond to a prompt in an option procedure. You would like to review the user manual text for that option.*

### INTRODUCE THE ONLINE USERS MANUAL (OLUM)

The CHCS Online Users Manual consists of the user instructions for the CHCS basic system, MailMan, FileMan ad hoc reporting, release notes, and all the CHCS subsystems, including the following:

- Patient Administration (PAD)
- Medical Services Accounting (MSA)
- Patient Appointment and Scheduling (PAS)
- Managed Care Program (MCP)
- Laboratory (LAB)
- Radiology (RAD)
- Pharmacy (PHR)
- Clinical (CLN)
- Dietetics (DTS)
- Facility Quality Assurance (FQA)
- Record Tracking (RT).

The OLUM is the online version of the users manual. Using the OLUM, you can view user manual text sections on your terminal.

For each CHCS option, the OLUM gives a functional description, field descriptions, and an option procedure. The option procedure details procedure steps and user actions.

Samples of screens and reports are given.

Many helpful topics are discussed, such as “Using the CHCS: The Basics.”



For CHCS releases, release notes describe changes to subsystem options.

The user manual text is divided into subsystems, then numbered sections and subsections. For example, MM 2.10 is the OLUM MailMan “Read a Message” text subsection.

- Refer to Reference Materials, Quick Reference Guide: Online Users Manual.

### **Describe Alternative Ways to Access the OLUM**

The OLUM can be accessed via the OLUM Menu. This will be discussed in Objective 2.

The OLUM can be accessed directly for a particular option.

The section text for an option can usually be accessed from a field using a triple question mark (???). This will not work in the following areas:

- At Select prompts
- For processing parameters, such as the Device prompt
- In fields with restrictive validity checks
- In word-processing fields.

The section text for an option can always be accessed from a menu prompt using a question mark and the option synonym or title.

- Log on to CHCS and access the [Primary] Menu.
- Access the OLUM for the Read a Message (RML) option on the MailMan Menu.

**[Primary] Menu → MAIL → ?RML**

### **Discuss the Elements of the OLUM Screen Display**

The first line of the screen contains the text section number and title.

Under the first line, the OLUM section text appears in a view window. This is a List Processor window.

The last line of the screen displays the OLUM action bar.

The cursor initially rests at the action bar prompt.

The OLUM action bar includes the following possible actions:

<b>Browse</b>	Access text and browse through the information.
<b>Keywords</b>	Display a list of selectable text keywords.
<b>References</b>	Display a list of cross-referenced topics.
<b>backUp</b>	Back out of the OLUM one level at a time.
<b>Glossary</b>	Access the CHCS OLUM glossary.
<b>Help</b>	Access OLUM help.
<b>Quit</b>	Quit the display of the selected text and return to the point at which the text was selected.

This is a smart action bar. A smart action bar will only display an item if information is available. This means that the References action is only displayed if references are available for the OLUM section being reviewed.

- Enter the List Processor window to view OLUM text.

Choose the Browse action: **<Return>**

Press **<Next Screen>** several times to see how you move down through the message.

Press **<Prev Screen>** several times to move up through the message and return to the beginning.

- Access List Processor help.

Enter ?

Exit the help window: **<Return>**

- Exit the List Processor window: **<Return>**
- Locate OLUM text using a keyword.

Choose the Keywords action: **K**

Access online keyword help: **<?>**

Press **<Return>** to continue.

Use the arrow keys to position the cursor next to **Search: By Sender**.

Press <**Select**> to select the keyword.

Choose the Quit action: **Q**

- Access the OLUM for the Help Menu (HML) option on the MailMan Menu.

[Primary] Menu → **MAIL** → ?HML

- Locate OLUM text using a reference.

Choose the References action: <**Return**>

Press <**Select**> next to one of the references.

- Return to the [Primary] Menu:

Choose the Quit action: **Q**

Select MailMan Menu Option: <**Return**>

## **STUDENT LOGON**

- Discuss data cards (i.e., username, password, area, access, and verify codes).
- Log on to the training software and use specified data.

**Practice 1** - Use the ?[option] to display user manual text.

## ■ Objective 2: USE THE OLUM TABLE OF CONTENTS TO DISPLAY USER MANUAL TEXT

***Scenario:** You wish to determine what functionality is available in MailMan.*

- Access the OLUM option on the (Secondary) Menu.

**[Primary] Menu → OLUM**

The OLUM Menu provides two options for selecting and viewing user manual text and one option for selecting and viewing the Release Notes:

- **Olum Table of Contents (TOC).** This option lists the text sections by section name. After selecting a section, you can view the related user manual text.
- **Olum Index (IND).** This option lists topics and text sections alphabetically. After selecting a (sub)section, you can view the related user manual text.
- **Release Notes (REL).** This option lists the description of software changes in CHCS updates. After selecting a subsystem and a particular release, you can view the related release notes.

To return to the originating menu, just press <Return>.

- Access the OLUM Table of Contents (TOC) option on the OLUM Menu.

**[Primary] Menu → OLUM → TOC**

## **DISCUSS HOW TEXT SECTIONS ARE SELECTED FROM THE TABLE OF CONTENTS SELECTION WINDOW**

The Table of Contents lists all available text sections by subsystem or other CHCS topics.

All the top-level sections are displayed first.

To access a topic, enter the letter shown as bolded. For example, to access MailMan User Guide, enter M (for MMG).

Pressing the up- or down-arrow keys bolds each section. When a section is bolded, the bottom of the screen summarizes related information which can be found in the OLUM.

Press <Return> to select a bolded section. Press <F9> (Next level) to move down through the sections and subsections. Press <F10> (Previous level) to move back up through the sections and subsections.

You can continue making selections until a section is no longer subdivided in the Table of Contents.

- Enter the bolded letter for MailMan User Guide: **M** (MMG)  
Choose the View/select action from the action bar: **<Return>**  
Select Record of Change (ROC): **<Select>**  
Choose the backUp action: **U**
- Return to the OLUM Menu: **<F10>**

**Practice 2** - Use the OLUM Table of Contents to display user manual text.

### ■ Objective 3: USE THE OLUM INDEX TO DISPLAY USER MANUAL TEXT

**Scenario:** *You would like to transfer a message. You would also like to find out about MailMan 'manners.' You use the OLUM Index to look for user manual text on these subjects.*

- Access the OLUM Index (IND) option on the OLUM Menu.

[Primary] Menu → **OLUM** → IND

- Select MailMan User Guide: **M** (MMG)

The MM Online Users Manual Index displays.

The top section of the screen is a selection window that lists all the available text section titles and topics in alphabetical order.

At the bottom of the screen is the Index action bar. Six actions are available on this action bar:

<b>Browse</b>	Access text and browse through the index.
<b>Find</b>	Go to a different location in the list.
<b>Glossary</b>	Access the CHCS OLUM glossary.
<b>Help</b>	Access OLUM help.
<b>backUp</b>	Backup one level.
<b>Quit</b>	Quit the index display and return to the OLUM Menu.

The cursor initially rests on the action bar. Since Browse is the default, simply pressing <Return> accesses the selection window.

- Select a topic:

Choose the Browse action: **<Return>**

Use the arrow keys to position the cursor at **11 Transfer Messages**.

Press **<Select>**

Choose the Quit action: **Q** (twice)

- Find a topic in OLUM:

Select: **IND**

Select: **M** (MMG)

Choose the Find action: **F**

Enter letter(s), word or phrase and press <Return>: **ETIQUETTE** (Mail Etiquette)

Press <**Select**> (at the Etiquette topic)

- Return to the OLUM Menu: **Q** (twice)

**Practice 3** - Use the OLUM Index to display user manual text.

## DEMONSTRATE RELEASE NOTES

**Scenario:** *A new version of CHCS has recently been installed at your site. You wish to review the Release Notes to see if the updates affect your use of CHCS.*

### Discuss OLUM Release Notes

Release Notes describe the most current CHCS software installed at your site. The Release Notes include the following possible sections:

- Release Notes ( overview)
- Special Concerns
- Differences from Previous Software Release
- New Development
- Subsystems Affected by Update.

The procedure to access the Release Notes is similar to the other OLUM procedures.

- Access the OLUM Release Notes (REL) option on the OLUM Menu.

[Primary] Menu → **OLUM** → REL

- Select TOOLS subsystem: **T** (TOL)
- View this version of the Release Notes:

Select View: <**Return**>

Press <**Next Screen**> several times to view Release Notes content.

Press <**Prev Screen**> several times to return to the first screen.

Press <**Return**> to display the action bar.

- Return to the {Primary} Menu:

Select Quit all to exit the Section level: **Q**

Press <**F10**> to return to the OLUM menu.

Select the OLUM Menu Option: <**Return**>



### **III. CLOSURE**

Do you have any questions about the concepts covered in Module 1 - Online Users Manual?

In summary, the following content was presented:

- Using the ?[option] to display option user manual text.
- Using the OLUM Table of Contents and the OLUM Index to display user manual text.

Remember that Quick Reference Guides are included in the Reference Materials, and may be used to complete the Master Practice.

This concludes Module 1. You now have the opportunity to demonstrate proficiency in the topics or skills presented.

Following the Master Practice, there will be a 10-minute break for those who will participate in the next module.

Please complete the Class Critique before leaving the classroom.

Thank you for attending.

**Master Practice** - Module 1.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **Section 2. Practices**

##### **PRACTICE GUIDELINES**

The information you need to complete each practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

Notify the presenter when directed to do so in the practice. This allows the presenter to verify that you have successfully completed an activity.

You may use any reference materials available in the classroom to complete your practices.

You may ask questions or request assistance at any time during the practices.

Device identifiers are site-specific, and will be provided by the presenter.

Refer to your data cards for any specific information that is required, but not listed within the practice scenario or listed data.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The practices for this module must be completed in the order in which they are presented. Please complete all parts of each practice before proceeding.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Practice 1** - Use the ?[option] to display user manual text.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You have forgotten what a particular option is used for. You would like to review the option help text.*

Access the OLUM for the Group Membership (GML) option on the MailMan Menu:

**[Primary] Menu → MAIL → ?GML**

Enter the List Processor to view OLUM text:

Choose the Browse action: **<Return>**

Notify the presenter when you have accessed the OLUM List Processor window.

What is the last line?

Press **<F7>** to move to the bottom of the text.

Press **<Return>** to display the action bar.

Are there any keywords for this section?

Are there any references for this section? If so, what are they?

Choose the References action: **R**

Press **<Return>** to display the action bar.

Return to the [Primary] Menu:

Choose the Quit action: **Q**

Select the MailMan Menu option: **<Return>**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Practice 2** - Use the OLUM Table of Contents to display user manual text.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You are looking for some information on a particular topic in MailMan.*

Access the OLUM Table of Contents (TOC) option on the OLUM Menu.

[Primary] Menu → **OLUM** → TOC

Select MailMan User Guide: **M**

Notify the presenter when you have reached the MM Table of Contents.

Is there another level of information for Supplemental Information?

Choose the (V)iew/select action: <**Return**>

Use the arrow keys to position the cursor at the Accessing MailMan section.

Press <**F9**>

Is there another level of information on List New Messages?

Position the cursor at List New Messages.

Press <**F9**>

If you back out of the OLUM text, where do you return?

Choose the backUp action: **U**

Return to the OLUM Menu: <**F10**> (twice)

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Practice 3** - Use the OLUM Index to display user manual text.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You wish to see whether there are any OLUM sections available on Group Membership in MailMan.*

Access the OLUM Index (IND) option on the OLUM Menu.

[Primary] Menu → **OLUM** → IND

Select MailMan User Guide: **M**

Is there anything in the index on Group Membership?

Choose the Find action: **F**

Enter letter(s), word or phrase and press <Return>: **GROUP**

Notify the presenter when you have reached the selected OLUM text.

Select Group Membership: **<Select>**

If you back out from this point, do where do you go?

Choose the backUp action: **U**

Return to the [Primary] Menu:

Choose the Quit action: **Q**

Select OLUM Menu Option: **<Return>**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **Section 3. Master Practice**

##### **MASTER PRACTICE GUIDELINES**

This Master Practice enables the presenter to verify that you have successfully completed the objectives for this module.

The information you need to complete the Master Practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

You may use any reference materials available in the classroom to complete the Master Practice.

Device identifiers are site-specific, and will be provided by the presenter.

Unless otherwise directed by the presenter, please work alone to complete the Master Practice.

Notify the presenter when directed to do so in the Master Practice. This allows the presenter to verify that you have successfully completed an activity.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The components of the Master Practice should be completed in the order in which they are presented.

You have approximately 15 minutes to complete this Master Practice.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 1** - Use the ?[option] to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *Earlier today, you set up a message so that the addressee would not receive it until next week. You have since decided not to send the message. You think that the Queued Message Deletion (QML) option is the option to use. You want to review the option text to make sure.*

Access the OLUM for the Queued Message Deletion (QML) option on the MailMan Menu.

**[Primary] Menu → MAIL → ?QML**

Choose Browse action to view OLUM text: **<Return>**

Based on the section text, does it look like this would be the correct option to use?

Notify the presenter when you have displayed the OLUM text.

Return to the [Primary] Menu.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 2** - Use the OLUM Table of Contents to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You have been asked to send a message to your department about using MailMan. Your supervisor has suggested that you review the OLUM section on Mail Etiquette. She said it was in the MailMan Introduction and Overview section. You decide to locate the text using the OLUM Table of Contents for MailMan.*

Access the OLUM Table of Contents (TOC) option on the OLUM Menu.

**[Primary] Menu → OLUM → TOC**

Select the OLUM TOC for MailMan User Guide: **M**

Choose the View action: **<Return>**.

Press **<F9>** at Introduction and Overview to view other section levels.

Select the Mail Etiquette topic.

Notify the presenter when you have displayed the OLUM text.

Return to the OLUM Menu.



## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 3** - Use the OLUM Index to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You are looking for a particular editing function and are having some trouble locating it. You use the OLUM index to see if the OLUM has a reference text called "ScreenMan Editing." Once you have located the section text, you search for information using the Keyword action.*

Access the OLUM Index (IND) option on the OLUM Menu.

[Primary] Menu → **OLUM** → IND

Select the OLUM Index for MailMan User Guide: **M**

Choose the Find action: **F**

Enter the topic: **ScreenMan**

Select ScreenMan Editing.

Choose the Keywords action: **K**

Notify the presenter when you have displayed the OLUM text.

Return to the [Primary] Menu.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **Section 3. Master Practice**

##### **MASTER PRACTICE GUIDELINES**

This Master Practice enables the presenter to verify that you have successfully completed the objectives for this module.

The information you need to complete the Master Practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

You may use any reference materials available in the classroom to complete the Master Practice.

Device identifiers are site-specific, and will be provided by the presenter.

Unless otherwise directed by the presenter, please work alone to complete the Master Practice.

Notify the presenter when directed to do so in the Master Practice. This allows the presenter to verify that you have successfully completed an activity.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The components of the Master Practice should be completed in the order in which they are presented.

You have approximately 15 minutes to complete this Master Practice.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 1** - Use the ?[option] to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *Earlier today, you set up a message so that the addressee would not receive it until next week. You have since decided not to send the message. You think that the Queued Message Deletion (QML) option is the option to use. You want to review the option text to make sure.*

Access the OLUM for the Queued Message Deletion (QML) option on the MailMan Menu.

**[Primary] Menu → MAIL → ?QML**

Choose Browse action to view OLUM text: **<Return>**

Based on the section text, does it look like this would be the correct option to use?

Notify the presenter when you have displayed the OLUM text.

Return to the [Primary] Menu.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 2** - Use the OLUM Table of Contents to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You have been asked to send a message to your department about using MailMan. Your supervisor has suggested that you review the OLUM section on Mail Etiquette. She said it was in the MailMan Introduction and Overview section. You decide to locate the text using the OLUM Table of Contents for MailMan.*

Access the OLUM Table of Contents (TOC) option on the OLUM Menu.

**[Primary] Menu → OLUM → TOC**

Select the OLUM TOC for MailMan User Guide: **M**

Choose the View action: **<Return>**.

Press **<F9>** at Introduction and Overview to view other section levels.

Select the Mail Etiquette topic.

Notify the presenter when you have displayed the OLUM text.

Return to the OLUM Menu.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

**Scenario 3** - Use the OLUM Index to display user manual text.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You are looking for a particular editing function and are having some trouble locating it. You use the OLUM index to see if the OLUM has a reference text called "ScreenMan Editing." Once you have located the section text, you search for information using the Keyword action.*

Access the OLUM Index (IND) option on the OLUM Menu.

[Primary] Menu → **OLUM** → IND

Select the OLUM Index for MailMan User Guide: **M**

Choose the Find action: **F**

Enter the topic: **ScreenMan**

Select ScreenMan Editing.

Choose the Keywords action: **K**

Notify the presenter when you have displayed the OLUM text.

Return to the [Primary] Menu.

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **Section 4. Data Cards**

##### **Presenter/System Operator**

Username: **TRAINING**  
Password: **[site password]**  
Area: **[A or B]**

Access: **ORTPRES**  
Verify: **ORTPRESV**

---

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**CLN Subsystem Users**  
**Nurse**

**Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSAV</b>
Area:			

---

**Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSBV</b>
Area:			

---

**Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSCV</b>
Area:			

---

**Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSDV</b>
Area:			

---

**Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **CLN Subsystem Users**

##### **Nurse (continued)**

###### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSFV</b>
Area:			

---

###### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSGV</b>
Area:			

---

###### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSHV</b>
Area:			

---

###### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSIV</b>
Area:			

---

###### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSVJ</b>
Area:			



**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**CLN Subsystem Users**  
**Physician**

**Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYAV</b>
Area:			

---

**Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYBV</b>
Area:			

---

**Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYCV</b>
Area:			

---

**Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYDV</b>
Area:			

---

**Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **CLN Subsystem Users**

##### **Physician (continued)**

###### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHYF**  
Verify: **ORTPHYFV**

---

###### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHYG**  
Verify: **ORTPHYGV**

---

###### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHYH**  
Verify: **ORTPHYHV**

---

###### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHYI**  
Verify: **ORTPHYIV**

---

###### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHYJ**  
Verify: **ORTPHYJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**DTS Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSA**  
Verify: **ORTDTSAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSB**  
Verify: **ORTDTSBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSC**  
Verify: **ORTDTSCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSD**  
Verify: **ORTDTSDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSE**  
Verify: **ORTDTSEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **DTS Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSF**  
Verify: **ORTDTSFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSG**  
Verify: **ORTDTSGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSB**  
Verify: **ORTDTSBV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSI**  
Verify: **ORTDTSIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTDTSJ**  
Verify: **ORTDTSJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**LAB Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABA**  
Verify: **ORTLABAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABB**  
Verify: **ORTLABBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABC**  
Verify: **ORTLABCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABD**  
Verify: **ORTLABDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABE**  
Verify: **ORTLABEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **LAB Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABF**  
Verify: **ORTLABFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABG**  
Verify: **ORTLABGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABH**  
Verify: **ORTLABHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABI**  
Verify: **ORTLABIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTLABJ**  
Verify: **ORTLABJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**MSA Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAA**  
Verify: **ORTMSAAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAB**  
Verify: **ORTMSABV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAC**  
Verify: **ORTMSACV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAD**  
Verify: **ORTMSADV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAE**  
Verify: **ORTMSAEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **MSA Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAF**  
Verify: **ORTMSAFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAG**  
Verify: **ORTMCPGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAH**  
Verify: **ORTMSAHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAI**  
Verify: **ORTMSAIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTMSAJ**  
Verify: **ORTMSAJV**



**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**PAD Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADA**  
Verify: **ORTPADAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADB**  
Verify: **ORTPADBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADC**  
Verify: **ORTPADCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADD**  
Verify: **ORTPADDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADE**  
Verify: **ORTPADEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **PAD Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADF**  
Verify: **ORTPADFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADG**  
Verify: **ORTPADGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADH**  
Verify: **ORTPADHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADI**  
Verify: **ORTPADIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPADJ**  
Verify: **ORTPADJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**PAS/MCP Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASA**  
Verify: **ORTPASAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASB**  
Verify: **ORTPASBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASC**  
Verify: **ORTPASCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASD**  
Verify: **ORTPASDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASE**  
Verify: **ORTPASEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **PAS/MCP Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASF**  
Verify: **ORTPASFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASG**  
Verify: **ORTPASGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASH**  
Verify: **ORTPASHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASI**  
Verify: **ORTPASIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPASJ**  
Verify: **ORTPASJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**PHR Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRA**  
Verify: **ORTPHRAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRB**  
Verify: **ORTPHRBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRC**  
Verify: **ORTPHRCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRD**  
Verify: **ORTPHRDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRE**  
Verify: **ORTPHREV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **PHR Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRF**  
Verify: **ORTPHRFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRG**  
Verify: **ORTPHRGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRH**  
Verify: **ORTPHRHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRI**  
Verify: **ORTPHRIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTPHRJ**  
Verify: **ORTPHRJV**

**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
**RAD Subsystem Users**

**Student 1**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADA**  
Verify: **ORTRADAV**

---

**Student 2**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADB**  
Verify: **ORTRADBV**

---

**Student 3**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADC**  
Verify: **ORTRADCV**

---

**Student 4**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADD**  
Verify: **ORTRADDV**

---

**Student 5**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADE**  
Verify: **ORTRADEV**

## **ORT: ADVANCED TOPICS**

### **Module 1 - Online Users Manual**

#### **RAD Subsystem Users (continued)**

##### **Student 6**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADF**  
Verify: **ORTRADFV**

---

##### **Student 7**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADG**  
Verify: **ORTRADGV**

---

##### **Student 8**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADH**  
Verify: **ORTRADHV**

---

##### **Student 9**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADI**  
Verify: **ORTRADIV**

---

##### **Student 10**

Username: **TRAINING**  
Password: **[site password]**  
Area:

Access: **ORTRADJ**  
Verify: **ORTRADJV**



**ORT: ADVANCED TOPICS**  
**Module 1 - Online Users Manual**  
  
**Section 5. Reference Materials**

**Index**

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## ONLINE USERS MANUAL

The Online Users Manual (OLUM) consists of the user instructions for the CHCS basic system, MailMan, ad hoc reporting options of FileMan, and each subsystem. Each subsystem volume provides the menu hierarchy, functional descriptions for each option, step-by-step instructions, and samples of screens and reports.

You can select OLUM topics to review by accessing the Index (IND) or the Table of Contents (TOC).

MENU PATH: [Any menu option prompt] → OLUM → IND → MMG (for MailMan User Guide)

### MM ONLINE USERS MANUAL INDEX

1	Accessing MailMan	2
2	Adding Lines to End of Text	6
3	Assume Another Identify as a Surrogate	2
4	Assume Another Identify as a Surrogate	2.1
5	Basket Rename	2.2.3
6	Basket Options	2
7	Basket Options	2.2
8	Delete	2.2.1
9	List Subjects	2.2.2
10	Statistics	2.3.2
11	Transfer Messages	2.3.1
12	Bold Characters	5
13	Breaking a Line	5
14	Breaking a Line in Two	6
15	Cancelling a MailMan Operation	1.1
16	Copying a Block of Text	5
17	Cutting and Pasting Text	5

Browse Find Glossary Help backUp Quit

- Select Browse.
- Select Accessing MailMan.

### MM 2 ACCESSING MAILMAN

#### ACCESSING MAILMAN

MailMan is an option on the CHCS secondary menu. To access MailMan (refer to Sample Screens: MailMan Menu) after you have logged on to the system, perform the following steps:

1. From your CHCS primary menu, bring up the secondary menu by entering ??.
2. Enter MAIL. The system displays the MailMan Menu from which you may select an option.

AML Assume Another Identify as a Surrogate  
+ BOP Basket Options

Browse References Keywords backUp Glossary Help Quit

- The IND is a list of subject matter topics arranged in alphabetical order. Search for a topic by using the features on the action bar.
- Press <Return> to move between action bars and selection windows.
- Use the up-arrow and down-arrow keys to scroll through the entries and place the cursor at the entry of your choice.
- Press <Select> to display the OLUM section that contains your chosen topic.
- Enter Q at an action bar to return to the OLUM Menu.
- Enter F and press <Return>, then enter a letter, letters, or words that you want to find within the IND.

CHCS

ONLINE USERS MANUAL

**ONLINE USERS MANUAL (continued)**

MENU PATH: [Any menu option prompt] → OLUM → TOC →  
MMG (MailMan User Group)

**MM TABLE OF CONTENTS**

RECORD OF CHANGE (ROC)  
INTRODUCTION AND OVERVIEW  
ACCESSING MAILMAN  
MESSAGE ACTIONS  
TRANSMIT OPTIONS  
FILEMAN EDITING OF A MESSAGE  
PRINTING A MESSAGE  
NETWORK MAIL MESSAGE  
APPENDIX A: ACRONYMS AND ABBREVIATIONS  
SAMPLE SCREENS: SAMPLE SCREENS FOR MAILMAN

<F9> = Next level      <Select> = Select      '?' <Return> = Help  
<F10> = Previous level      <Return> = Action bar

Select (V)iew/Select or (Q)uit: V//

- The TOC corresponds to the menu hierarchy of each subsystem.
- The first screen of the TOC displays the highest menu level in the OLUM volume.
  - To view or select a topic press <Return>.
  - To move to the next deeper level of the menu hierarchy, place the cursor next to your choice and press <F9>. To back up one level, press <F10>.
- Press <Return> to move between action bars and selection windows.
- Use the up-arrow and down-arrow keys to scroll through the entries and place the cursor at the entry of your choice.
- Press <Select> to display the OLUM section that contains your chosen topic.

- Enter Q at an action bar to return to the OLUM Menu.
- From within the OLUM from either the IND or the TOC:
  - Enter K at the action bar to list keywords in that OLUM section.
    - \* Select a keyword by using the up-arrow or down-arrow keys to place the cursor next to your keyword choice and press <Select>.
  - Enter R at the action bar to list references to other parts of your document or other documents.
    - \* Also lists screens and reports for that option description.
    - \* All references in text are displayed in reverse video.
    - \* Select a reference by using the up-arrow or down-arrow keys to place the cursor next to your reference choice and press <Select>.
  - Enter U at the action bar to backup of the OLUM one level at a time.
  - Press <Next Screen> to move forward one screen.
  - Press <Prev Screen> or <^> to back up one screen.
  - Enter ? from anywhere within the OLUM to get List Processor help.
    - \* Press <Return> to return to the OLUM screen.
- Enter ?OPTION NAME at any menu/option selection prompt to go directly to a description of that option.
- Enter ??? after an Enter/Edit prompt within any option to go directly to a description of that option.

**CHCS****ONLINE USERS MANUAL**

# **ORT: ADVANCED TOPICS**

## **Module 2 - Menu Jumps and Advanced Editing**

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Section 1. Module Outline**

##### **I. INTRODUCTION**

Welcome to the module on Menu Jumps and Advanced Editing.

The purpose of this module is to instruct experienced staff how to access menus quickly and use the advanced editing features of the line and screen editors, including the spell checker.

This module is scheduled to last approximately 1.5 hours.

##### **DISCUSS OBJECTIVES**

- Objective 1: Use the quick access technique to jump to a specified menu option.
- Objective 2: Edit a word-processing field value using advanced edit options of the line editor.
- Objective 3: Edit a word-processing field value using advanced edit features and spell check text of the screen editor.
- Objective 4: Use font symbols in word-processing field text.

## II. PRESENTATION

### ■ Objective 1: USE THE QUICK ACCESS TECHNIQUE TO JUMP TO A SPECIFIED MENU OPTION

***Scenario:** You wish to use an option but are not sure of the menu path. You do know the option name and synonym.*

- Log on to CHCS and access the [Primary] Menu.
- Access the Group Information (GI) option on the MailMan Menu.

**[Primary] Menu → MAIL → HML → GI**

- Return to the [Primary] Menu: **<Return>** (several times)

### DISCUSS THE QUICK ACCESS TECHNIQUE

You can use a caret (^) followed by a menu option synonym or title to move directly to that option.

If the synonym or (partial) title does not uniquely identify a CHCS option, the system will display a picklist.

- Use the quick access technique to jump down to an option.

Select [Primary] Menu Option: **^GI**

- Press **<Return>** to exit the GI prompt and return to a menu option prompt.
- Use the quick access technique to jump up to an option.

Select Menu Option: **^BOP** (Basket Options)

Press **<Return>** to return to a menu prompt.

- Use the quick access technique to jump across menu trees.

Select Menu Option: **^OLUM**

- Return to the [Primary] Menu.

## **STUDENT LOGON**

- Discuss data cards (i.e., username, password, area, access, and verify codes).
- Log on to the training software and use specified data.

**Practice 1** - Use the quick access technique to jump to a specified menu option.

## ■ Objective 2: EDIT A WORD-PROCESSING FIELD VALUE USING ADVANCED EDIT OPTIONS OF THE LINE EDITOR

**Scenario:** *You recently attended a training session on the CHCS line editor. Your supervisor has requested that you write a mail message that briefly summarizes who attended the session, what was covered, and what reference materials are available. Yesterday, you started the message but didn't have time to complete it. You now wish to pull the message from your temporary mail basket and edit it.*

### DISCUSS THE TEXT EDITING FEATURES WITH CHCS

Multiple lines of characters can be entered in a word-processing field.

This field text can be edited using either of two CHCS editors: the line editor or the screen editor.

The editor to be in effect for a word-processing field is usually preset in the CHCS option.

You can set editor preference for MailMan messages. You can also access the screen editor from the line editor.

If a word-processing field text appears as numbered lines in a screen, line editor functions can be used.

- Set the default editor to line editor.

Access the Edit User Options (EML) option on the MailMan Menu.

**[Primary] Menu → MAIL → EML**

Advance the cursor to the Editor prompt: **<Return>** (twice)

Enter at Editor: **FILEMAN** (line editor)

File the data: **<Do>**

- Access the Read a Message (RML) option on the MailMan Menu.

**[Primary] Menu → MAIL → RML**

- Access the message from your Temp basket, and edit the message.

Select Mail Basket: IN // **TEMP**

Temp Basket Message: 1 // **<Return>**



Select Message Action: IGNORE (in TEMP basket) // **E**(dit)

Subject: Session on Line Editor Replace <**R**eturn>

- Use the List option to display the full text to review it.

Edit Option: **L**(ist)  
line: 1 // <**R**eturn>  
to: 11 // <**R**eturn>

- Refer to Reference Materials, Quick Reference Guide: Line Editor Options.
- Use the Delete option to delete the first line that indicates the message is a draft.

Edit Option: **D**(elete)  
from line: **1** and <**R**eturn>  
thru: **1**  
OK to remove 1 line? NO // **Y**

Edit Option: **L**(ist)  
line: 1 // <**R**eturn>  
to: 10 // <**R**eturn>

- Insert the introduction, “Just FYI -” at the top of the text.

Edit Option: **I**(nsert)  
after line: **0**  
1>**J**ust **F**YI - and <**R**eturn>  
2>**s**pacebar, then <**R**eturn>  
3><**R**eturn>

Edit Option: **L**(ist)  
line: 1 // <**R**eturn>  
to: 12 // <**R**eturn>

- Use the Edit option to replace {Presenter’s name}, {day}, and {date} of the training session.

Edit Option: **E**(dit)

line: **3**  
3>{Presenter’s name} presented a session on the CHCS line Editor

Replace {...}  
With **Jane Doe**

Replace <**R**eturn>

Edit line: **4**

4>{day} {date}. We learned that word-processing fields

Replace {...}  
With **Saturday**,

Replace {...}  
With **6/16/01**

Replace <**Return**>

Saturday 6/16/01. We learned that word-processing fields

Edit line: <**Return**>

Edit Option: **List**  
line: 1 // <**Return**>  
to: 12 // <**Return**>

- Use the Break option to break the line on which “We learned that word-processing fields may be edited” so that this sentence begins a new line.

Edit Option: **Break**  
break line: **4**  
after character(s): . **spacebar**, **spacebar** then <**Return**>

Edit Option: **L(ist)**  
line: 1 // <**Return**>  
to: 13 // <**Return**>

- Use the Insert option to insert a line before “We learned word-processing fields may be edited...” so that this sentence begins a new paragraph.

Edit Option: **I(nsert)**  
after line: **4**  
4> Saturday, 6/16/01.  
5>**spacebar**, then <**Return**>  
6><**Return**>

Edit Option: **L(ist)**  
line: 1 // <**Return**>  
to: 14 // <**Return**>

- Use the Join option to join the line “There is also help available in the OLUM.” with the previous line.

Edit Option: **J**(oin)

line: **13**

13>a quick reference card titled “Line Editor options.”

Edit Option: **L**(ist)

line: 1 // <**Return**>

to: 13 // <**Return**>

- Use the Format option to reformat the text to 65 columns wide.

Edit Option: **F**(ormat Text)

line Width: 75 // **65**

Edit Option: **L**(ist)

line: 1 // <**Return**>

to: 14 // <**Return**>

- Use the Edit option to replace a misspelled word with its correct spelling: “Editor,...”

Edit Option: **8**

8>edit text on a specified line.

Replace **Editor**

With **Editor**

Replace <**Return**>

Edit line: <**Return**>

- Use the Edit option to replace the period with a colon after the sentence: “...text on a specified line.”

Edit Option: **10**

10>edit text on a specified line.

Replace .

With :

Replace <**Return**>

used to edit text on a specified line:

Edit line: <**Return**>

- Add a bulleted list of all possible edit options after the “At the EDIT Option prompt...” sentence.

Edit Option: **?**

Edit Option: **I**(nsert)  
after line: **10**  
10>edit text on a specified line:

11>. **Add**  
12>. **Break**  
13>. **Change**  
14>. **Delete**  
15>. **Edit**  
16>. **Format**  
17>. **Insert**  
18>. **Join**  
19>. **List**  
20>. **Move**  
21>. / (**screen**)  
22>. **Print**  
23>. **Repeat**  
24>. **Search**  
25>. **Transfer**  
26><**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 29 // <**Return**>

- After the initial paragraph, "... a session on the CHCS line Editor options...", use the Insert option to add another paragraph. Add, "The following people attended the session: " Then, on the following line, add a list of the people who attended the session.

Edit Option: **I**(nsert)  
after line: **4**  
4>Saturday, 6/16/01.  
5>**spacebar**, then <**Return**>  
6>**The following people attended the session:**  
7>**Mary Smith**  
8>**John Jones**  
9>**Joe Brown**  
10><**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 34 // <**Return**>

- Use the Add option to add a comment or recommendation about the session.

Edit Option: **A**(dd lines)

35>**spacebar**, then **<Return>**

36>**The class was very informative and helpful. I recommend it**  
**<Return>**

37>**highly.**

38>**<Return>**

Edit Option: **L**(ist)

line: 1 // **<Return>**

to: 37 // **<Return>**

- Use the Search option to list all uses of the word Editor.

Edit Option: **S**(earch)

for: **Editor**

3>Jane Doe presented a session on the CHCS line Editor options on

12>two Editors: the line Editor and the screen Editor. In the line

32>There are several references available on the line Editor

33>options. There is a quick reference card titled "Line Editor

- Use the Change option to exchange Editor for editor, except where it is used in the title of the Quick Reference Card.

Edit Option: **C**(hange)

every: **Editor**

to: **editor**

Ask 'OK' for each line found? NO // **Y**

From line: 1// **<Return>**

to line: 37// **<Return>**

3>Jane Doe presented a session on the CHCS line Editor options on

OK to change? YES // **<Return>**

3>Jane Doe presented a session on the CHCS line editor options on

12>two Editors: the line Editor and the screen Editor. In the line

OK to change? YES // **<Return>**

12>two editors: the line editor and the screen editor. In the line

13>Editor, word-processing field text is displayed as numbered

OK to change? YES // **<Return>**

13>editor, word-processing field text is displayed as numbered

- 32>There are several references available on the line Editor  
OK to change? YES // **<Return>**  
35>There are several references available on the line editor
- 33>options. There is a quick reference card titled "Line Editor"  
OK to change? YES // **NO**  
Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 37 // **<Return>**
- Use the Add option to add three blank lines at the end of the text. Then enter "CC:"  
  
Edit Option: **A**(dd lines)  
38>**spacebar**, then **<Return>**  
39>**spacebar**, then **<Return>**  
40>**spacebar**, then **<Return>**  
41>**CC:**  
42>**<Return>**  
  
Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 41 // **<Return>**
  - Use the Repeat option to repeat the list of participants after the CC:  
  
Edit Option: **R**(epeat)  
line: **7**  
thru: **9**  
after line: **41**  
Are you sure? NO // **Y**  
  
Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 44 // **<Return>**
  - Use the Print option to display the message with line numbers on your screen.  
  
Edit Option: **P**(rint)  
from Line: 1 // **<Return>**  
to Line: 44// **<Return>**  
  
Want Line Numbers? NO // **Y**  
  
Rough Draft? NO // **<Return>**

Device: **Practice Printer A**

- Save the edited message.

Edit Option: <**Return**>

Confirmation Requested? NO // <**Return**>

Closed Message? NO // <**Return**>

Confidential? NO // <**Return**>

Information Only? NO // <**Return**>

Select Message Action: IGNORE (in TEMP basket) // <^>

- Return to the [Primary] Menu.

**Practice 2** - Edit a word-processing field value using advanced edit options of the line editor.

### ■ **Objective 3: EDIT A WORD-PROCESSING FIELD VALUE USING ADVANCED EDIT FEATURES AND SPELL CHECK TEXT OF THE SCREEN EDITOR**

**Scenario:** *You recently attended a training session on the CHCS screen editor. Your supervisor has requested that you write a mail message that briefly summarizes who attended the session, what was covered, and what reference materials are available. Yesterday, you started the message but didn't have time to complete it. You now wish to pull the message from your temporary mail basket and edit it.*

### **DISCUSS THE TEXT EDITING FEATURES WITH CHCS**

Multiple lines of characters can be entered in a word-processing field.

This field text can be edited using either of two CHCS editors: the line editor or the screen editor.

The editor to be in effect for a word-processing field is usually preset in the CHCS option.

You can set editor preference for MailMan messages. You can also access the screen editor from the line editor.

If a word-processing field text appears as lines in a screen or scrolling area, then screen editor functions can be used.

The screen editor also provides a Spell Checker. This Spell Checker will check for misspellings and offer alternatives.

- Access the Read a Message (RML) option on the MailMan Menu.

**[Primary] Menu → MAIL → RML**

- Access the message from your Temp basket, and edit the message.

Select Mail Basket: IN // **TEMP**

Temp Basket Message: 1 // **2** (Screen Editor draft version)

Select Message Action: IGNORE (in TEMP basket) // **E**(dit)

Subject: Session on Screen Editor Replace <**Return**>

- Refer to Reference Materials, Quick Reference Guides: Screen Editor Options, and Basic Function Keys for CHCS.



- Press <**Help**>, then <**Return**>, to list available edit functions.
- Press <**Return**> (twice) to return to the message.
- Press <**PF1**>, then <**Help**> to view the function key help window.
- Press <**Return**> to exit the help window.
- Use various ways to move the cursor around the screen.

Press the following keys:

right-arrow key to move right one space at a time.  
left-arrow key to move left one space at a time.  
down-arrow key to move down one line at a time.  
up-arrow key to move up one line at a time.  
<**PF2**> to move to the beginning of the next word.  
<**PF3**> to move to the beginning of the previous word.  
<**F7**> to move to the bottom of the text.  
<**F8**> to move to the top of the text.

- Press <**Insert Here**> three times to toggle to the insert on mode.
- Use <**F17**> to insert the introduction, "Just FYI - " at the beginning of the message.

Position the cursor at the beginning of the first line.

Press <**F17**> to insert a blank line.

Enter **Just FYI -**

Press <**Return**> twice to follow this introduction with a blank line.

- Use <**F14**> to delete the characters {Presenter's name}, then replace the name.

Position the cursor at the beginning of {Presenter's name}.

Press <**F14**> until {Presenter's name} is deleted.

Enter a Presenter's name: **Jane Doe**

- Use <**PF4**> to delete the words {day} and {date}, then replace the day and date.

Position the cursor at the beginning of {day} {date}.

Press <**PF4**> twice to delete both words.

Enter a day and date followed by a period: **Saturday, June 16, 2001.**

- Use <PF1>-<X> to create a new paragraph. Break the line on which “We learned that word-processing fields may be edited” begins so that this sentence begins a new line of a new paragraph.

Position the cursor at the beginning of “We learned that word-processing fields may be edited...”

Press <PF1>, then <X> to break the text line at the cursor.

Move the cursor down to “We learned...”. Press <F17> to make that line the beginning of a new paragraph.

- Delete the <Return> to eliminate a paragraph. Join the line: “There is also help available in the OLUM.” with the previous line.

Position the cursor on the word “There” in the last sentence.

Press the **backspace/delete** key (three times).

- Use <PF1>-<F> to format the text for the entire document.

Press <PF1>, then <F>

Re-Format [P]aragraph, or [E]ntire document: **E**

- Add a new paragraph and a list of students between the first and second paragraphs.

Position the cursor at the beginning of the blank line between the first and second paragraphs.

Press <F17> to add a line for new text.

Press the **down-arrow** key to move down to the new line.

Enter a new sentence: **The following people attended the session:**

Press <Return> (twice) to add a new line.

Enter a brief list of participants:

**Mary Smith** <Return> <Return>  
**John Jones** <Return> <Return>  
**Joe Brown** <Return> <Return>

- Add a comment or recommendation about the session at the bottom of the message.

Press <**F7**> to move to the bottom of the text.

Press <**Return**> to add a blank line.

Enter a comment or recommendation about the session.

Press <**Return**> to add a blank line after the comment.

- Use <**F12**> to move a paragraph. Move the paragraph that begins “There are several references available...” to the bottom of the text.

Position the cursor at the beginning of the fourth paragraph (“There are several references...”)

Press <**Select**>

Position the cursor at the line under the paragraph.

Press <**Select**>

Press <**F7**> to move to the bottom of the text.

Press <**Return**> to add a blank line.

Press <**F12**> to move the block of text to the cursor position.

Press <**Return**> to confirm.

- Use <**Find**> to search for all uses of the word Editor.

Press <**Find**>

Search for String: **Editor**

Search [E]ntire document? Y <**Return**>

Press <**Return**> to move through each occurrence of the word until the message ‘Search Completed’ displays.

- Use <**PF1**>-<**R**> to replace the word Editor with editor in all cases except in the title of the Quick Reference Guide.

Press <**F8**> to position the cursor at the beginning of the message text.

Press <**Select**>

Position the cursor at the line, "A quick reference card..."

Press <**Select**>

Press <**PF1**>, then <**R**>

String to Replace: **Editor**, then <**Return**>.

Search [P]aragraph, [M]arked text, or [E]ntire document: **M**

Replacement String: **editor**

- Press <**F20**> to refresh the screen.
- Press <**F7**> to position the cursor at the end of the text.
- Enter **CC**:
- Use <**F11**> to repeat the list of participants after the CC:

Position the cursor at the beginning of the list of participants.

Press <**Select**>

Position the cursor at the line under the list of participants.

Press <**Select**>

Press <**F7**> to move the cursor under CC:

Press <**F11**> to repeat the marked block of text at the cursor.

Press <**Return**> to confirm.

Press <**F20**> to refresh screen.

- Use <**PF1**>-<**M**> to reset the margins to left = 5, right = 60.

Press <**PF1**>, then <**M**>

Left Margin: **5**

Right Margin: **60**

- Press <**F20**> to refresh the screen.
- Use <**PF1**>-<**S**> to spell check the entire text.

Press <**PF1**>, then <**S**>

Scan entire document? Y <**Return**>

Press <**Return**> to skip the words that the Spell Checker does not recognize.

For the misspelled word, quick, indicate that you do want alternate spellings: Y

Use the **down-arrow** key to position the cursor on the correct spelling of quick, and press <**Return**>.

Press <**Return**> to continue the search until the spell check is completed.

- Use <**F19**> to print the text.

Press <**F19**>

Do you want to print entire text? Y <**Return**>

Device: <**Return**>

Right Margin: 80 // <**Return**>

Press <**Return**> to display the full message.

Press <**Return**> to continue.

- Save the edited message.

Press <**Do**>

Confirmation Requested? NO // <**Return**>

Closed Message? NO // <**Return**>

Confidential? NO // <**Return**>

Information Only? NO // <**Return**>

Select Message Action: IGNORE (in TEMP basket) // <^>

- Return to the [Primary] Menu

**Practice 3** - Edit a word-processing field value using advanced edit features and spell check text of the screen editor.

## ■ Objective 4: USE FONT SYMBOLS IN WORD-PROCESSING FIELD TEXT

***Scenario:** There is some important information in a word-processing field that you wish to emphasize when the text is displayed or printed.*

### DISCUSS THE USE OF WORD-PROCESSING SYMBOLS

The screen editor provides several different ways to emphasize text in a word-processing field.

When a field is displayed, it can appear in bold or reverse video.

When a field is printed, it can appear in italics, underscore, or overstrike.

You can specify which text is emphasized by placing a symbol before and after the text.

Word-processing symbols can be used in any subsystem option word-processing field. However, these symbols do not function in MailMan messages or options.

- Access the Edit User Options (EML) option on the MailMan Menu.

[Primary] Menu → MAIL → EML

- If your MailMan editor is Line Editor, change it to ScreenMan.

Use the **down-arrow** key to move the cursor to the Editor field.

Enter **S**

Press <**Do**>

- Access the Send a Message (SML) option on the MailMan Menu.

[Primary] Menu → **MAIL** → SML

- Create a new MailMan message containing font symbols.

Enter Subject: **FONT SYMBOLS**

Enter the following symbols and text:

|!| **display bold** |!|

|~| **display reverse video** |~|

|\_| **display underscore** |\_|

Press <**Do**> to save the text.

Send mail to: [default]// <**Return**>

Select Basket to send to: IN// **FONT SYMBOLS**

Are you adding 'FONT SYMBOLS' as a new Basket? **Y**

Number [#]// <**Return**>

And send to: <**Return**>

Select Transmit option: Transmit now// <**Return**>

- Access the Read a Message (RML) option on the MailMan Menu.

[Primary] Menu → **MAIL** → RML

- Display message with symbols.

Select Mail Basket: IN// **?**

Select Mail Basket: IN// **4 (FONT SYMBOLS)**

FONT SYMBOLS Basket Message: 1// <**Return**>

Select Message Action: IGNORE (in FONT SYMBOLS basket)// **B**

- Select Message Action: IGNORE (in FONT SYMBOLS basket)// <^>
- Return to the [Primary] Menu.

**Practice** - There is no practice for this objective.

### **III. CLOSURE**

Do you have any questions about the concepts covered in Module 2 - Menu Jumps and Advanced Editing?

In summary, the following content was presented:

- Using the quick menu access technique to jump to a specified menu option.
- Editing a word-processing field value using advanced edit options of the line editor.
- Editing a word-processing field value using advanced edit features and spell check text of the screen editor.
- Using font symbols in word-processing field text.

Remember that Quick Reference Guides are included in the Reference Materials, and may be used to complete the Master Practice.

This concludes Module 2. You now have the opportunity to demonstrate proficiency in the topics or skills presented.

Following the Master Practice, there will be a 10-minute break for those who will participate in the next module.

Please complete the Class Critique before leaving the classroom.

Thank you for attending.

**Master Practice** - Module 2.



## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Section 2. Practices**

##### **PRACTICE GUIDELINES**

The information you need to complete each practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

Notify the presenter when directed to do so in the practice. This allows the presenter to verify that you have successfully completed an activity.

You may use any reference materials available in the classroom to complete your practices.

You may ask questions or request assistance at any time during the practices.

Device identifiers are site-specific, and will be provided by the presenter.

Refer to your data cards for any specific information that is required, but not listed within the practice scenario or listed data.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The practices for this module must be completed in the order in which they are presented. Please complete all parts of each practice before proceeding.

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

**Practice 1** - Use the quick access technique to jump to a specified menu option.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

***Scenario:*** *You decide to use the quick access technique to select a menu option.*

Use the quick access technique to access the OLUM Menu.

Enter at the [Primary] Menu: ^**OLUM**

Notify the presenter when you have jumped to the OLUM Menu.

Return to the [Primary] Menu.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

**Practice 2** - Edit a word-processing field value using advanced edit options of the line editor.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You started a mail message that summarized a training session that you attended on the line editor. You didn't have time to complete the message so you saved it in a temporary mail basket. Now you need to update and complete the message using line editor options.*

Set the default editor to line editor.

Access the Edit User Options (EML) option on the MailMan Menu.

**[Primary]** Menu → MAIL → EML

Advance the cursor to the Editor prompt: <**Return**> (twice)

Enter at Editor: **FILEMAN**

File the data: <**Do**>

Access the Read a Message (RML) option on the MailMan Menu.

[Primary Menu] → **MAIL** → RML

Access the message from your Temp basket, and edit the message.

Select Mail Basket: IN // **DRAFT**

Temp Basket Message: 1 // <**Return**>

Select Message Action: IGNORE (in DRAFT basket) // **E**(dit)

Subject: Session on Line Editor Replace <**Return**>

List the text.

Edit Option: **L**(ist)

line: 1 // <**Return**>

to: 11 // <**Return**>

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Delete the first line that indicates that the message is a draft.

Edit Option: **D**(elete)  
from line: **1**  
thru: **1**  
OK to remove 1 line? NO // **Y**

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 10 // **<Return>**

Insert the introduction "Just FYI - " at the top of the text,

Edit Option: **I**(nsert)  
after line: **0**  
1>**Just FYI -**  
2>**spacebar**, then **<Return>**  
3>**<Return>**

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 12 // **<Return>**

Replace {Presenter's name}, {day}, and {date} with your choice of name, day, and date.

Edit Option: **E**(dit)  
  
line: **3**  
3>{Presenter's name} presented a session on the CHCS line Editor

Replace {...}  
With **Jane Doe**

Replace **<Return>**

Edit line: **4**  
4>{day} {date}. We learned that word-processing fields

Replace {...}  
With **Saturday**,

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Replace {...}  
With **6/16/01**

Replace <**Return**>

Saturday 6/16/01. We learned that word-processing fields

Edit line: <**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 12 // <**Return**>

Break the line on which “We learned that word-processing fields may be edited” so this sentence begins a new line of a new paragraph.

Edit Option: **B**(reak)  
break line: **4**  
after character(s): . **spacebar**, **spacebar**, then <**Return**>  
4> Saturday 6/16/01.  
5>We learned that word-processing fields may be edited with one

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 13 // <**Return**>

Edit Option: **I**(nsert)  
after line: **4**  
4> Saturday 6/16/01.  
5>**spacebar**, then <**Return**>  
6><**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 14 // <**Return**>

Join the line “There is also help available in the OLUM.” with the previous line.

Edit Option: **J**(oin)  
line: **13**  
13>a quick reference card titled “Line Editor options.”

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 13 // **<Return>**

Reformat the text to 65 columns wide.

Edit Option: **F**(ormat Text)  
line Width: 75 // **65**

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 14 // **<Return>**

Replace Editor with Editor:

Edit Option: **8**  
Replace **Editor**  
With **Editor**  
Replace **<Return>**  
Edit line: **<Return>**

Replace the period with a colon after the sentence "...text on a specified line."

Edit Option: **10**  
10>edit text on a specified line.  
Replace .  
With :  
Replace **<Return>**  
10>edit text on a specified line:  
Edit line: **<Return>**

Add a bulleted list of all possible edit options after this sentence.

Edit Option: **I**(nsert)  
after line: **10**  
10> edit text on a specified line:

11>. **Add**  
12>. **Break**  
13>. **Change**  
14>. **Delete**

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Practice 2 (continued)**

15>. **Edit**  
16>. **Format**  
17>. **Insert**  
18>. **Join**  
19>. **List**  
20>. **Move**  
21>. / **(screen)**  
22>. **Print**  
23>. **Repeat**  
24>. **Search**  
25>. **Transfer**  
26> Press <**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 29 // <**Return**>

After the initial paragraph, add another paragraph that begins: "The following people attended the session:"

Edit Option: **I**(nsert)  
after line: **4**  
4>Saturday 6/16/95.  
5>**spacebar**, then <**Return**>  
6>**The following people attended the session:**

Add a list of today's class members.

7>**Mary Smith**  
8>**John Jones**  
9>**Joe Brown**  
10><**Return**>

Edit Option: **L**(ist)  
line: 1 // <**Return**>  
to: 34 // <**Return**>

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Add a comment or recommendation about the session.

Edit Option: **A**(dd lines)

35>**spacebar**, then **<Return>**

36>**The class was very informative and helpful. I recommend it**  
**<Return>**

37>**highly.**

38>**<Return>**

Edit Option: **L**(ist)

line: 1 // **<Return>**

to: 37 // **<Return>**

Make sure that the paragraph "There are several references available..." appears at the end of the existing text.

Edit Option: **M**(ove)

line: **31**

thru: **34**

after line: **37**

Are You Sure? NO// **Y**

Search for all the uses of the word Editor.

Edit Option: **S**(earch)

for: **Editor**

3>Jane Doe presented a session on the CHCS line Editor options on

12>two Editors: the line Editor and the screen Editor. In the line

13>Editor, word-processing field text is displayed as numbered lines:

35>There are several references available on the line Editor

36>options. There is a quick reference card titled "Line Editor



## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Replace the word Editor with editor in all cases except when it is used in the title of the Quick Reference Guide.

Edit Option: **C**(hange)  
every: **Editor**  
to: **editor**  
Ask 'OK' for each line found? NO // **Y**  
From line: 1 // **<Return>**  
to line: 37 // **<Return>**

3>Jane Doe presented a session on the CHCS line Editor options on  
OK to change? YES // **<Return>**  
3>Jane Doe presented a session on the CHCS line editor options on

12>two Editors: the line Editor and the screen Editor. In the line  
OK to change? YES // **<Return>**  
12>two editors: the line editor and the screen editor. In the line

13>Editor, word-processing field text is displayed as numbered  
OK to change? YES // **<Return>**  
13>editor, word-processing field text is displayed as numbered

35>There are several references available on the line Editor  
OK to change? YES // **<Return>**  
35>There are several references available on the line editor

36>options. There is a quick reference card titled "Line Editor  
OK to change? YES // **N**  
Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 37 // **<Return>**

Add three blank lines at the end of the text, then enter "CC:"

Edit Option: **A**(dd lines)  
38>**spacebar**, then **<Return>**  
39>**spacebar**, then **<Return>**  
40>**spacebar**, then **<Return>**  
41>**CC:**  
42>**<Return>**

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 2 (continued)

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 41 // **<Return>**

Repeat the list of participants after the CC:

Edit Option: **R**(epeat)  
line: **7**  
thru: **9**  
after line: **41**  
Are you sure? NO // **Y**

Edit Option: **L**(ist)  
line: 1 // **<Return>**  
to: 44 // **<Return>**

Save the edited message:

Edit Option: **<Return>**  
Confirmation Requested? NO // **<Return>**  
Closed Message? NO // **<Return>**  
Confidential? NO // **<Return>**  
Information Only? NO // **<Return>**

Display the message:

Select Message Action: IGNORE (in DRAFT basket) // **B** (Backup)

Notify the presenter when the message is displayed.

Press **<Return>** to display the end of the message.

Select Message Action: IGNORE (in DRAFT basket) // **<^>**

Return to the [Primary] Menu.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

**Practice 3** - Edit a word-processing field value using advanced edit features and spell check text of the screen editor.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You started a mail message that summarized a training session that you attended on the screen editor. You didn't have time to complete the message so you saved it in a temporary basket. Now you need to update and complete the message using screen editor functions.*

Access the Read a Message (RML) option on the MailMan Menu.

**[Primary] Menu → MAIL → RML**

Access the message from your Temp basket, and edit the message.

Select Mail Basket: IN // **DRAFT**

Temp Basket Message: 1 // **2**

Select Message Action: IGNORE (in TEMP basket) // **E(dit)**

Subject: Session on Screen Editor Replace <**Return**>

Change to the insert on mode: <**Insert Here**>

Insert the introduction: "Just FYI - " at the beginning of the message.

Position the cursor at the beginning of the first line.

Press <**F17**> to insert a blank line.

Enter **Just FYI -** and <**Return**>

Press <**Return**> to follow this introduction with a blank line.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 3 (continued)

Replace {Presenter's name}, {day}, and {date} with the specified name, day, and date.

Position the cursor at the beginning of {Presenter's name}.

Press <**F14**> until {Presenter's name} is deleted.

Enter a Presenter's name: **Jane Doe**

Position the cursor at the beginning of {day} {date}.

Press <**PF4**> twice to delete both words.

Enter a day and date followed by a period: **Saturday, June 16, 2001.**

Break the line on which "We learned that word-processing fields may be edited" begins so that this sentence begins a new line of a new paragraph.

Position the cursor at the beginning of "We learned that word-processing fields may be edited..."

Press <**PF1**>, then <**X**> to break the text line at the cursor.

Move the cursor down to "We learned..." Press <**F17**> to make that line the beginning of a new paragraph.

Join the line "There is also help available in the OLUM." with the previous line.

Position the cursor on the word "There" in the last sentence.

Press the **backspace/delete** key (three times)

Reformat the text for the entire document.

Press <**PF1**>, then <**F**>

Re-Format [P]aragraph, or [E]ntire document: **E**

Add a new paragraph and a list of students between the first and second paragraphs.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 3 (continued)

Position the cursor at the beginning of the blank line between the first and second paragraphs.

Press <**F17**> to add a line for new text.

Press the down-arrow key to move down to the new line.

Enter a new sentence: **The following people attended the session:** then <**Return**>

Press <**Return**> to add a new line.

Enter a brief list of participants:

**Mary Smith** <**Return**><**Return**>

**John Jones** <**Return**><**Return**>

**Joe Brown** <**Return**><**Return**>

Add a comment or recommendation about the session at the bottom of the message.

Press <**F7**> to move to the bottom of the text.

Press <**Return**> to add a blank line.

Enter a comment or recommendation about the session.

Press <**Return**> to add a blank line after the comment.

Move the paragraph that begins "There are several references available..." to the bottom of the text.

Position the cursor at the beginning of this paragraph.

Press <**Select**>

Position the cursor at the line under the paragraph.

Press <**Select**>

Press <**F7**> to move to the bottom of the text.

Press <**F12**> to move the block of text to the cursor position.

Press <**Return**> to confirm.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 3 (continued)

Search for all the uses of the word Editor.

Press <**F**ind>

Search for String: **Editor**

Search Entire document? Y <**R**eturn>

Press <**R**eturn> to move through each occurrence of the word.

Replace the word Editor with editor in all cases except in the title of the Quick Reference Guide.

Press <**F**8> to position the cursor at the beginning of the message text.

Press <**S**elect>

Position the cursor at the line, "a quick reference..."

Press <**S**elect>

Press <**P**F1>, then <**R**>

String to Replace: **Editor**, then <**R**eturn>.

Search [P]aragraph, [M]arked text, or [E]ntire document: **M**

Replacement String: **editor**

Press <**F**20> to refresh screen. Enter "CC:" at the end of the text.

Press <**F**7> to position the cursor at the end of the text.

Enter **CC:**

Repeat the list of participants after the CC:

Position the cursor at the beginning of the list of participants.

Press <**S**elect>

Position the cursor at the line under the list of participants.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

#### Practice 3 (continued)

Press <**Select**>

Press <**F7**> to move the cursor under CC:

Press <**F11**> to repeat the marked block of text at the cursor.

Press <**Return**> to confirm.

Press <**F20**> to refresh screen.

Reset the margins to left = 5 and right = 60.

Press <**PF1**>, then <**M**>

Left Margin: **5**

Right Margin: **60**

Spell check the text.

Press <**PF1**>, then <**S**>

Scan the entire document.

Press <**Return**> to skip the words that the Spell Checker does not recognize.

For the misspelled word, "qiuck," indicate that you do want alternate spellings.

Use the down-arrow key to position the cursor on the correct spelling of quick, and press <**Return**>.

Press <**Return**> to continue the search until the spell check is completed.

Display the message on your screen.

Press <**F19**>

Print the entire text.

Device: <**Return**>

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Practice 3 (continued)**

Right Margin: 80 // <**Return**>

Notify the presenter when the message appears on your screen.

Save the edited message.

Press <**Do**>

Confirmation Requested? NO // <**Return**>

Closed Message? NO // <**Return**>

Confidential? NO // <**Return**>

Information Only? NO // <**Return**>

Select Message Action: IGNORE (in DRAFT basket) // <^>

Return to the [Primary] Menu.



## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Section 3. Master Practice**

##### **MASTER PRACTICE GUIDELINES**

This Master Practice enables the presenter to verify that you have successfully completed the objectives for this module.

The information you need to complete the Master Practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

You may use any reference materials available in the classroom to complete the Master Practice.

Device identifiers are site-specific, and will be provided by the presenter.

Unless otherwise directed by the presenter, please work alone to complete the Master Practice.

Notify the presenter when directed to do so in the Master Practice. This allows the presenter to verify that you have successfully completed an activity.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The components of the Master Practice should be completed in the order in which they are presented.

You have approximately 10 minutes to complete this Master Practice.

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

**Scenario 1** - Edit word-processing fields using edit options of the screen editor.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You enter your home address and office information in your MailMan user help record. You then decide to edit it.*

Access the Edit User Options (EML) option on the MailMan Menu.

**[Primary] Menu → MAIL → EML**

Press **<Next Screen>** to access page 2 of Edit User Options.

Move the cursor to the Address field.

Enter your own or any new address.

Enter the office number: **Building A - #107**

Move the office information so that it is listed first:

((Reminder: Use **<Select>** to mark the text to be moved. Use **<F8>** to move the cursor to the top of the text. Use **<F12>** to move the text.)

Add a few lines under the office address, giving directions to your office.

Notify the presenter after completing the address information.

File the text and return to the MailMan Menu: **<Do>**

## ORT: ADVANCED TOPICS

### Module 2 - Menu Jumps and Advanced Editing

**Scenario 2** - Edit word-processing fields using edit options and the spell feature of the screen editor.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You enter a personal introduction in your MailMan user help record using the screen editor. You then change the margins and run a spell check.*

Access the Edit User Options (EML) option on the MailMan Menu.

[Primary] Menu → **MAIL** → EML

Enter your job title (your current title or any title of your choice).

Press <**Next Screen**> to move the cursor to the Introduction field.

Add a little background information about yourself: education, job experience, family, interests or hobbies. (Invent something if you wish.)

Change the margins to left = 10, right = 70.

(Reminder: <**PF1**><**M**> allows you to set the margins.)

Spell check the text and correct any misspellings.

(Reminder: <**PF1**><**S**> allows you to spell check.)

Reformat the document.

(Reminder: <**PF1**><**F**>) allows you to reformat.)

Notify the presenter after completing the MailMan introduction information.

File the text and return to the MailMan Menu: <**Do**>

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **Section 4. Data Cards**

##### **Presenter/System Operator**

Username:	<b>TRAINING</b>	Access:	<b>ORTPRES</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPRESV</b>
Area:	<b>[A or B]</b>		

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## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **CLN Subsystem Users**

##### **Nurse**

###### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSAV</b>
Area:			

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###### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSBV</b>
Area:			

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###### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSCV</b>
Area:			

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###### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSDV</b>
Area:			

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###### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **CLN Subsystem Users**

##### **Nurse (continued)**

###### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSFV</b>
Area:			

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###### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSGV</b>
Area:			

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###### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSHV</b>
Area:			

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###### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSIV</b>
Area:			

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###### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSVJ</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **CLN Subsystem Users**

##### **Physician**

###### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYAV</b>
Area:			

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###### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYBV</b>
Area:			

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###### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYCV</b>
Area:			

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###### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYDV</b>
Area:			

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###### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **CLN Subsystem Users**

##### **Physician (continued)**

###### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYFV</b>
Area:			

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###### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYGV</b>
Area:			

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###### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYHV</b>
Area:			

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###### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYIV</b>
Area:			

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###### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYJV</b>
Area:			



## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **DTS Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSAV</b>
Area:			

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##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSBV</b>
Area:			

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##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSCV</b>
Area:			

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##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSDV</b>
Area:			

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##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **DTS Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSFV</b>
Area:			

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##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSGV</b>
Area:			

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##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSHV</b>
Area:			

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##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSIV</b>
Area:			

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##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **LAB Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABAV</b>
Area:			

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##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABBV</b>
Area:			

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##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABCV</b>
Area:			

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##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABDV</b>
Area:			

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##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **LAB Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABFV</b>
Area:			

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##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABGV</b>
Area:			

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##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **MSA Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSABV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSACV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSADV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **MSA Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTSAPGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PAD Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PAD Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADJV</b>
Area:			



## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PAS/MCP Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PAS/MCP Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PHR Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHREV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **PHR Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **RAD Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 2 - Menu Jumps and Advanced Editing**

#### **RAD Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADJV</b>
Area:			

**ORT: ADVANCED TOPICS**

**Module 2 - Menu Jumps and Advanced Editing**

**Section 5. Reference Materials**

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## LINE EDITOR OPTIONS

- A word-processing field can be edited using either a line editor or a screen editor.
- If word-processing field text appears as numbered lines, then line editor options can be used.

```

1> The red fox jumped over the lazy brown dog.
2>
EDIT Option: ?
choose, by first letter, one of the following:
  ADD LINES TO END OF TEXT
  BREAK A LINE IN TWO
  CHANGE EVERY STRING TO ANOTHER IN A RANGE OF LINES
  DELETE LINE(S)
  EDIT A LINE (Replace __ With __)
  FORMAT TEXT
  INSERT LINE(S) AFTER AN EXISTING LINE
  JOIN LINE TO THE ONE FOLLOWING
  LIST A RANGE OF LINES
  MOVE LINES TO NEW LOCATION WITHIN TEXT
  / SCREEN MODE EDITING
  PRINT LINES AS FORMATTED OUTPUT
  REPEAT LINES AT A NEW LOCATION
  /SEARCH FOR A STRING
  TRANSFER LINES FROM ANOTHER DOCUMENT
or type a line number to edit that line.

```

### EDIT OPTIONS:

**Add Lines to End of Text.** Adds new lines to text to the end of the message. Enter new text which is added to the end of the message. Press <Return> at the end of each new line. Press <Return> to end text addition.

EDIT Option: Add lines

**Break a Line in Two.** Breaks a line at a designated point.

EDIT Option: Break line: [line number]  
After characters(s): [characters before break]

**Change Every String to Another in a Range of Lines.** Exchanges a string of characters for another specified string of characters. This change may be made throughout a range of lines.

EDIT Option: Change every: [string] to: [string]  
Ask 'OK for each line found? NO//  
From line: 1// to line n//

**Delete Line(s).** Deletes one or more lines of text.

EDIT Option: Delete from line: [line number] thru: [line number]  
OK TO REMOVE n LINES? NO//

ORT

LINE EDITOR OPTIONS



### LINE EDITOR OPTIONS (continued)

**Edit a Line.** Changes a string of characters to another within a specified line of the message. Multiple changes may be made to each line selected. Press <Return> to end edit for a particular line. Repeat procedure to edit another line or press <Return> to exit edit.

EDIT Option: Edit line: [line number]  
 Replace [string] With [string]  
 Replace <Return>  
 Edit line: <Return>

**Format Text.** Reformats all lines in the message to a specified line width. Lines are automatically wrapped at that point.

EDIT Option: Format text  
 Line Width: 75//

**Insert Line(s) after an Existing Line.** Inserts one or more lines of text. Text may be inserted after any line. Lines inserted after line 0, start at the top of the text.

EDIT Option: Insert after line: [line number]

**Join Line to the One Following.** Joins two lines of text together. This allows two short lines to be joined into a single line of text. The specified line and the following line are joined.

EDIT Option: Joint line: [line number]

**List a Range of Lines.** Lists a group of lines. Listing the lines simply redisplay them on the screen.

EDIT Option: List line: 1// [line number] to: n// [line number]

**Move Lines to New Location Within Text.** Moves lines from one location in the text to another.

EDIT Option: Move line: [line number] thru: [line number] after line: [line number]  
 ARE YOU SURE? NO//

**/Screen Mode Editing.** Accesses the screen editor (see Quick Reference Guide: Screen Editor Functions).

EDIT Option: / Screen

**Print Lines As Formatted Output.** Prints a range of lines. Lines may be printed exactly as displayed with line numbers, or as formatted output without line numbers. For more information about responding to the DEVICE prompt, see Quick Reference Guide: Printing Reports.

EDIT Option: Print from line: 1// [line number]  
 to Line: n// [line number]  
 Want Line Numbers? NO//  
 Heading: "[message title]" IN MESSAGE FILE:TEXT// [heading]  
 DEVICE: [output device]

**Repeat Lines At A New Location.** Copies one or more lines to a new location in the text.

Edit Option: Repeat line: [line number] thru: [line number] after line: [line number]  
 ARE YOU SURE? NO//

**Search For A String.** Searches for a string of characters. All lines with the searched for string are displayed.

EDIT Option: Search for: [string]

**Transfer Lines From Another Document.** Transfer text from another word processing field.

EDIT Option: Transfer incoming text after line: [line number]  
 For what text: [name of another entry in the same file]

ORT

LINE EDITOR OPTIONS

SCREEN EDITOR OPTIONS

OPTION	KEY	ACTION
Abort	<F10>	Exits editor.
Backward One Space	Left-arrow	Moves cursor backward one space.
Backspace-Delete	Backspace-Delete	Deletes one character to the left of the cursor.
Beginning of Line	<PF1> Left-arrow	Moves cursor to beginning of line (far left).
Bold	!   text   !	Bolds text between   !   symbols.
Bottom of Text	<F7>	Move cursor down to the line below last line of text.
Break Line	<PF1> <X>	Breaks text line at cursor.
Canned Text	<F9>	Inserts predefined text.
Cut and Paste	<PF1> <C>	Moves text block to holding buffer (see Mark Text). Moves text in buffer to cursor position.
Delete Block of Text	<F13>	Deletes paragraph, entire document or text block (see Mark Text).
Delete Character	<F14>	Deletes character that cursor is on.
Delete Field	<Remove>	Deletes line that cursor is on.
Delete Line	<F18>	Deletes line that cursor is on.
Delete Word	<PF4>	Deletes word that cursor is on.

OPTION	KEY	ACTION
End of Line	<PF1> Right-arrow	Moves cursor to end of line (far right).
Erase to End	<PF1> <Delete>	Deletes text from cursor to end of line.
Format Text	<PF1> <F>	Reformats broken lines or uneven text.
Forward One Space	Right-arrow	Moves cursor one character to the right.
Help	<Help>	Displays help text.
Insert Line	<F17>	Inserts blank line above cursor.
Insert/Typeover	<Insert Here>	Toggles between insert/typeover mode.
Italics	I   text   I	Italicizes text between   I   symbols.
Last Window on Screen	<PF1> Down-arrow	Moves cursor to last field on the screen.
Leave Field/Line	<Return>	While in Insert Off mode, moves cursor to next line or field.
Leave Text	<PF1> <Return>	Moves cursor to the next field on the screen
Margin Setting	<PF1> <M>	Sets left and right text margins. Margins apply from cursor to bottom of text.

### SCREEN EDITOR OPTIONS (continued)

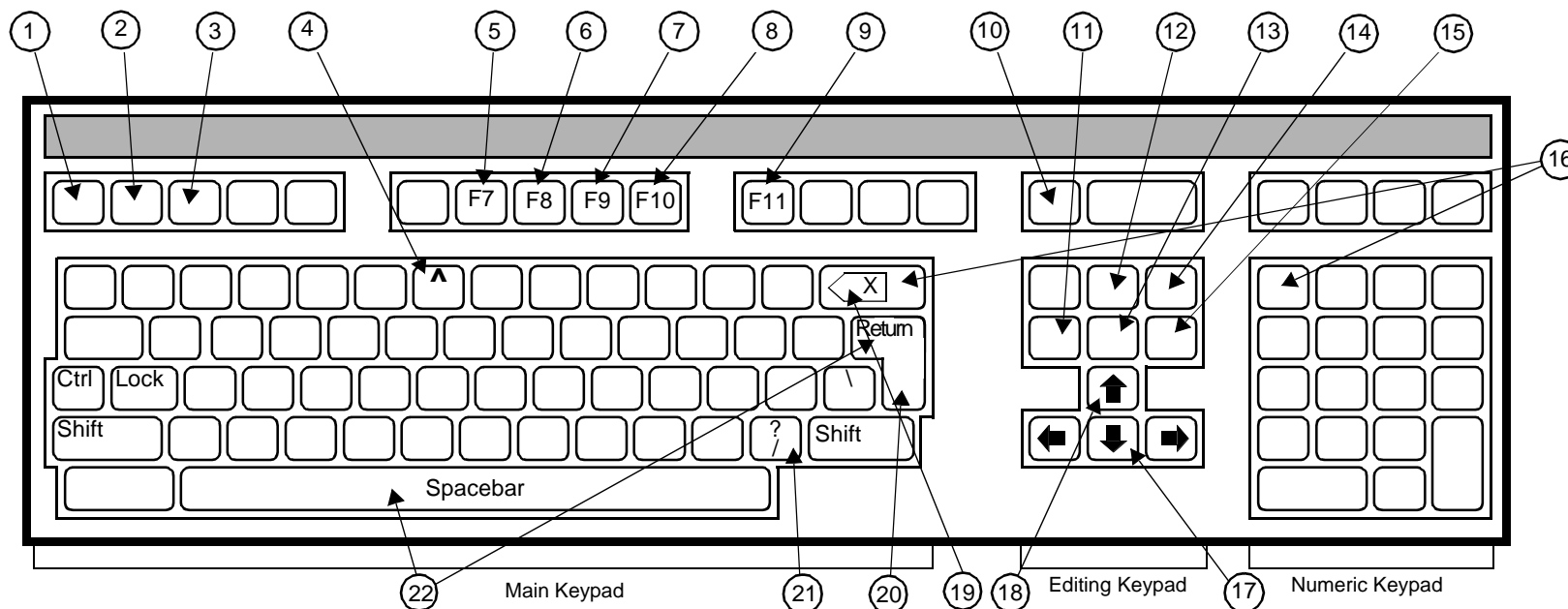
OPTION	KEY	ACTION
Mark Text	<Select>	Marks beginning and ending of text block.
Move Block of Text	<F12>	Moves text block to another position (see Mark Text).
Next Field/Line	Down-arrow	Moves cursor down one line.
Next Page	<PF1> <Next screen>	Moves cursor to next page.
Next Screen	<Next Screen>	Moves cursor to next screen.
Next Word	<PF2>	Moves cursor to next word.
Previous Field/Line	Up-arrow	Moves cursor up one line.
Previous Page	<PF1> <Prev screen>	Moves cursor to previous page.
Previous Screen	<Prev Screen>	Moves cursor to previous page.
Previous Word	<PF3>	Moves cursor to previous word.
Print Screen to Another Device	<F19>	Prints screen to a specified device (see Quick Reference Guide: Printing a Report).
Overstrike	[-] text [-]	Overstrikes text between [-] symbols.
Refresh Screen	<F20>	Clears screen and redisplay text.
Repeat Block of Text	<F11>	Copies text block to another position (see Mark Text).

OPTION	KEY	ACTION
Replace	<PF1> <R>	Replaces a character string with another string, for a paragraph, entire document, or text block (see Mark Text).
Reverse Video	[~] text [~]	Displays text between [~] symbols in reverse video.
Search Text	<Find>	Searches text for a specified string, in a paragraph, entire document or text block (see Mark Text).
Spell Check	<PF1> <S>	Scans text for spelling errors, in a paragraph, entire document or text block (see Mark Text) (see also Quick Reference Guide: Spell Checker).
Tab	<Tab>	Inserts 5 spaces at cursor.
Top of Screen	<PF1> Up-arrow	Moves cursor to top of screen.
Top of Text	<F8>	Refreshes display and places cursor at top of text.
Transfer from another field	<PF1> <T>	Transfer entry from the same file.
Underscore	[_] text [_]	Underlines text between [_] symbols.

ORT

SCREEN EDITOR OPTIONS

# Basic Function Keys for CHCS



1. <Hold Screen>	Stops text from scrolling off screen	12. <Insert>	Allows user to insert typed characters
2. <Print Screen>	Prints screen to printer with slave cable only	13. <Prev Screen>	Moves to previous screen
3. <Set-Up>	Allows user to enter terminal features	14. <Remove>	Erases line and moves cursor to next field
4. Caret <^> and Menu Mnemonic	Moves cursor from field, and accesses a menu option from another menu	15. <Next Screen>	Moves to next screen
5. <F7>	Moves to bottom of list	16. <PF1> – Backspace/Delete Key	Erases characters to the left of the cursor
6. <F8>	Moves to top of list	17. Down-arrow Key	Moves cursor to the following field/screen
7. <F9>	Expands order	18. Up-arrow Key	Moves cursor to the previous field/screen
8. <F10>	Allows user to abort option	19. Backspace/Delete Key	Erases character-by-character to the left
9. <F11>	Selects all the orders, tasks, etc., seen on screen	20. <Return>	Processes data just entered or exits option/menu
10. <Help>	Provides user with online help	21. ??	Provides user with online help
11. <Select>	Allows user to select text	22. Spacebar – <Return>	Recalls the last information typed in that field

# **ORT: ADVANCED TOPICS**

## **Module 3 - User-Defined Keys**

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **Section 1. Module Outline**

##### **I. INTRODUCTION**

Welcome to the module on User-Defined Keys.

The purpose of this module is to present the use of user-defined keys (UDKs), including how to create and maintain UDK Libraries.

This module is scheduled to last approximately 1.5 hours.

##### **DISCUSS OBJECTIVES**

- Objective 1: Use a UDK.
- Objective 2: Load a UDK Library.
- Objective 3: Show a UDK Library.
- Objective 4: Copy a UDK Library.
- Objective 5: Create a UDK Library.

## II. PRESENTATION

### ■ Objective 1: USE A UDK

**Scenario:** *You wish to use a user-defined key (UDK) to display a particular provider's profile screen. This UDK is in your default UDK Library.*

### DISCUSS USER-DEFINED KEYS (UDKS)

You can record the keystrokes required to perform a repetitive task, then play it back.

Keystrokes are recorded in a macro. You associate the macro with a particular function key. To implement all the keystrokes, you just have to press <Shift> and the user-defined function key (UDK).

UDK macros are not the same as clinical macros. The UDKs are accessed using the function keys while clinical macros are assigned a name.

UDKs are generally used to display information, print a report, or implement a basic function. Any task that is repetitive and predictable is a good candidate for a UDK.

The available user definable keys are <Shift>-<F6> through <Shift>-<F20>, including <Shift>-<Help> and <Shift>-<Do>.

These 15 function keys are located across the top of your keyboard.

You enter a UDK using options on the UDK Management Menu.

The UDK Management Menu is on the Secondary Menu and can be accessed from any menu prompt. It can also be accessed using the Desktop action UDK.

To use a recorded UDK you press and hold <Shift> while pressing the function key, then release both keys at the same time.

The system then implements all the key strokes in the macro.

To use UDKs, the type-ahead parameter in your user characteristic must be set to Allowed.

## **DISCUSS UDK LIBRARIES**

A specific set of UDKs for function keys <F6> through <F20> is called a UDK Library. You can have several UDK Libraries. In this way, you can program the same keys for a variety of different functions.

There are private libraries that only the creator can use.

There are public libraries that any user can use.

You can make one of the UDK Libraries your default library. This means that, as soon as you log on, your default UDK Library is loaded and those UDKs are available.

You can load other libraries as you need them.

Whether public or private, each UDK Library must have a unique name.

You can enter a question mark (?) at the UDK Library Name prompt to list all the public libraries.

## **DISCUSS THE STARTING AND STOPPING POINT OF A MACRO**

Since a macro is simply a set of keystrokes, the starting point of the macro may be important.

The UDK could be written assuming you press the UDK while in a certain menu, or in the middle of some option.

It may assume that you have a particular environment for the UDK; for example, that you have a particular current division.

Other UDKs may be written so that the starting point is not a concern. For example, if the first step in the macro is to select a menu option, you can use the quick access ^[option]. The macro jumps to that option regardless of the menu from which you start.

A good practice is to have macros end where they begin. However, this is not always practical or even desirable. For example, if a macro displays information, you want the macro to stop at the point information is displayed.

You cannot pause a macro in the middle of a procedure to enter data.

However, you can implement one UDK that will perform part of a procedure. You can make a particular entry, then implement another UDK that will perform the rest of the procedure.



- Refer to Reference Materials, Quick Reference Guide: User-Defined Keys.
- Log on to CHCS and access the [Primary] Menu.
- Display the Secondary Menu.

Select [Primary] Menu Option: ??

Press <**Return**> if necessary to display the full list of options.

Select: **UDK**

- Use a UDK: <**Shift**>-<**F6**>
- Return to the UDK Menu.

Select <**F10**> and <**Return**> to exit the screens and prompt.

At the first menu prompt enter: **UDK**

## **STUDENT LOGON**

- Discuss data cards (i.e., username, password, area, access, and verify codes).
- Log on to the training software and use specified data.

**Practice 1** - This objective is practiced in Practice 1.

## ■ Objective 2: LOAD A UDK LIBRARY

**Scenario:** *You have found UDKs so useful that you need more than the 15 possible in one library. Therefore, you want to have two UDK Libraries. One is your default library, since you use it most frequently. You now wish to load the other.*

- Access the Load UDK Library (LL) option on the UDK Management Menu (UDK).

[Primary] Menu → **UDK** → LL

- Load the ADMIT UDK Library.

Select UDK Library Name: [default] // **ADMIT**

You are returned to the UDK Management Menu.

**Practice 1** - Load a UDK Library.

### ■ Objective 3: SHOW A UDK LIBRARY

**Scenario:** *You wish to review your UDK Library.*

- Access the Show UDK Library (SL) option on the UDK Management Menu.

[Primary] Menu → **UDK** → SL

- Identify the UDK Library to show.

Select UDK Library Name: [default] ??

Select UDK Library Name: [default] // <**Return**>

- Display the default UDK Library on your terminal.

Device: <**Return**>

Right Margin: 80 // <**Return**>

- Return to the UDK Management Menu: <**Return**>

**Practice 2** - Show a UDK Library.

## ■ Objective 4: COPY A UDK LIBRARY

**Scenario:** *Someone else in the clinic has developed a public UDK Library that lists the phone numbers for providers in the clinic. You wish to copy this UDK Library.*

### DISCUSS COPYING EXISTING UDKS

Use the Copy UDK Library option to copy the contents of one UDK Library on top of another.

The source may be any public library, or one of your own private libraries that you would like to modify.

The target may be a new library or an existing editable library.

You can copy other users' public, non-editable libraries and edit your copy.

UDK definitions in the source library overwrite definitions in an existing target library.

You may want to view both libraries to verify that you are not overwriting macros you really want to retain.

You can use the Show UDK Library option, as demonstrated in Objective 3, to see the contents of each library.

- Access the Copy UDK Library (CL) option on the UDK Management Menu.

[Primary] Menu → **UDK** → CL

- Copy the UDK Library.

Select Source UDK Library: **ADMIT**

Select Target UDK Library: **[your initials]\_ADMIT**

- Confirm that you are adding a new UDK Library.

Are you adding '[your initials]\_ADMIT as a new UDK LIBRARY (the nth)? **Y**

- Return to the UDK Management Menu: **<Return>**

**Practice 3** - Copy a UDK Library.

## ■ Objective 5: CREATE A UDK LIBRARY

**Scenario:** *Each morning you print and distribute to your provider a copy of the Provider Roster for that day. You wish to create a UDK that will print this information by pressing a single key.*

- Determine the keystrokes normally required to look up the provider roster for QUIVERN,LUKE.

Use the quick access technique to move to the Operational Reports Menu:  
**^ORM <Return>**

Choose: **2** (Operational Reports Menu)

Select: **8** (Print/Display Provider Roster)

Select Date: **T**

Select Another Date: **<Return>**

Select Clinic: **ACARDI**

Enter the provider name: **QUIVERN,LUKE <Return>**

Confirm the provider name: **<Return>**

Device: **<Return>**

Right Margin: 80// **<Return>**

Press **<Return>** several times to exit the report and return to a menu prompt.

- Access the UDK Management Menu: **UDK**
- Access the Edit UDK Library: **EL**
- Enter the name for a new UDK Library.

Select UDK Library Name: [default] // **[your initials]\_ROSTER**

Are you adding '[your initials]\_ROSTER' as a new UDK Library  
(the nth)? **Y**

- Update the library characteristics for a private, editable library:

Name: **<Return>**

Usage: **0** (PRIVATE)

Editable: **1** (EDITABLE)

- Enter the macro.

Want to edit macros (Y/N:) **Y**

UDK: **12** (for <F12>)

Macro: **^ORM<Shift><F13>2<Shift><F13>8<Shift><F13>T  
<Shift><F13><Shift><F13>ACARDI<Shift><F13>**

Press **<Return>** (to complete the macro).

UDK: **<Return>** (to continue).

- File the new UDK Library.
- Enter at Would you rather load [new UDK] library? YES// **<Return>**
- Test the new UDK:

Press **<Shift>-<F12>**

Select Provider: **QUIVERN,LUKE**

Confirm Provider information.

Select Device: **<Return>**

Right Margin: **<Return>**

Press **<Return>** several times to page through the report.

- Return to the [Primary] Menu.

**Practice 4** - Create a UDK Library.

### **III. CLOSURE**

Do you have any questions about the concepts covered in Module 3 - User-Defined Keys?

In summary, the following content was presented:

- Using a UDK.
- Loading, showing, copying, editing, and creating a UDK Library.

Remember that Quick Reference Guides are included in the Reference Materials, and may be used to complete the Master Practice.

This concludes Module 3. This also concludes ORT: Advanced Topics. You now have the opportunity to demonstrate proficiency in the topics or skills presented.

Please complete the Class Critique before leaving the classroom.

Thank you for attending.

**Master Practice** - Module 3.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **Section 2. Practices**

##### **PRACTICE GUIDELINES**

The information you need to complete each practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

Notify the presenter when directed to do so in the practice. This allows the presenter to verify that you have successfully completed an activity.

You may use any reference materials available in the classroom to complete your practices.

You may ask questions or request assistance at any time during the practices.

Device identifiers are site-specific, and will be provided by the presenter.

Refer to your data cards for any specific information that is required, but not listed within the practice scenario or listed data.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The practices for this module must be completed in the order in which they are presented. Please complete all parts of each practice before proceeding.



## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Practice 1** - Load a UDK Library.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

***Scenario:*** *Someone at your MTF has developed UDKs that you might be able to use. You wish to load the public UDK Library, then use it to switch your current division.*

Access the Load UDK Library (LL) option on the UDK Management Menu.

**[Primary] Menu → UDK → LL**

Load the SWITCHER UDK Library.

Select UDK Library Name: [default]// **SWITCHER**

You are returned to the UDK Management Menu.

Notify the presenter after the UDK Library is loaded.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Practice 2** - Show a UDK Library.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *UDKs exist in your library. You need to review your UDK Library.*

Access the Show UDK Library (SL) option on the UDK Management Menu.

[Primary] Menu → **UDK** → SL

Identify the UDK Library to show.

Select UDK Library Name: [default]// ??

Select UDK Library Name: [default]// **SWITCHER**

Display the UDK Library on your terminal.

Device: <**Return**>

Right Margin: 80 // <**Return**>

Notify the presenter when the UDK Library is displayed.

Return to the UDK Management Menu: <**Return**>

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Practice 3** - Copy a UDK Library.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You wish to make your own copy of the UDKs that are in the public SWITCHER UDK Library. You make a copy of the UDK Library called [your initials]\_SWITCH. This particular UDK switches you from Division A to Division C.*

Access the Copy UDK Library (CL) option on the UDK Management Menu.

[Primary] Menu → **UDK** → CL

Copy the UDK Library.

Select Source UDK Library: **SWITCHER**

Select Target UDK Library: **[your initials]\_SWITCH**

Confirm that you are adding a new UDK LIBRARY: **Y**

Notify the presenter after the copied UDK Library is displayed.

Press **<Return>** (to continue).

Use the UDK that you just copied.

Enter **<Shift>-<F11>**.

You are returned to the UDK Management Menu.

## ORT: ADVANCED TOPICS

### Module 3 - User-Defined Keys

**Practice 4** - Create a UDK Library.

**INSTRUCTIONS:** You have approximately 5 minutes to complete this practice.

**Scenario:** *You find that you need to list message subjects for your IN basket. You wish to create a UDK that will do this with one key stroke.*

Determine the keystrokes required to list the subjects of all the MailMan messages in your IN basket.

**NOTE:** In order to create a macro, you need to perform the procedure and record each keystroke.

Access the Edit UDK Library (EL) option on the UDK Management Menu.

[Primary] Menu → **UDK** → EL

Enter the name for a new UDK Library.

Select UDK Library Name: [default] // **[your initials]\_MAIL**

Confirm that you are adding a new UDK Library: **Y**

Update the library characters for a private, non-editable library.

Name: **<Return>**

Usage: **0** (PRIVATE)

Editable: **0** (NON-EDITABLE)

Want to edit macros (Y/N:) **Y**

UDK: **14** (<F14>)

Macro: **MAIL <Shift> <F13> BOP <Shift> <F13> LIST <Shift> <F13> IN <Shift> <F13> <Shift><F13>**

Press **<Return>** to complete the macro.

UDK: **<Return>** to continue.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **Practice 4** (continued)

File the new UDK Library.

Select to load the new library: **<Return>**

Test the new UDK: **<Shift>-<F14>**

Notify the presenter after the IN basket subject listing is displayed.

Exit the prompt: **<^>**.

Return to the [Primary] Menu.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **Section 3. Master Practice**

##### **MASTER PRACTICE GUIDELINES**

This Master Practice enables the presenter to verify that you have successfully completed the objectives for this module.

The information you need to complete the Master Practice is supplied in the instructions, scenarios, and associated data cards. Data cards are found in Section 4 of the Student Guide.

You may use any reference materials available in the classroom to complete the Master Practice.

Device identifiers are site-specific, and will be provided by the presenter.

Unless otherwise directed by the presenter, please work alone to complete the Master Practice.

Notify the presenter when directed to do so in the Master Practice. This allows the presenter to verify that you have successfully completed an activity.

Information is only specified for those fields and prompts which require specific data entry. To advance past fields/prompts which are not specified, enter data you know to be correct, or press <Return>.

The components of the Master Practice should be completed in the order in which they are presented.

You have approximately 30 minutes to complete this Master Practice.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Scenario 1** - Load a UDK Library.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *A co-worker has a UDK that runs a special admit report. You wish to load the UDK Library.*

Access the UDK Management Menu on the Secondary Menu.

Select Load UDK Library: **LL**

Load the ADMIT UDK Library.

You are returned to the UDK Management Menu.

Notify the presenter after the UDK Library is loaded.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Scenario 2** - Show a UDK Library.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You need to add a macro to an existing library but want to make sure you will not overwrite an existing macro. You want to see which function keys in the REPORTS library are still available.*

Select Show UDK Library: **SL**

Select UDK Library Name: [default] // **ADMIT**

Display the UDK Library on your terminal.

Notify the presenter when the UDK Library is displayed.

Return to the UDK Management Menu.



## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Scenario 3** - Copy a UDK Library.

**INSTRUCTIONS:** No additional instructions are required.

***Scenario:** After trying some of the UDKs, you decide that you would like to copy the public PROVINFO Library so that you can customize it a little. You will make the copy a private library. You give it the name [your initials]\_PROVINFO.*

Select Copy UDK Library: **CL**

Copy the UDK Library.

Select Source UDK Library: **PROVINFO**

Select the Target UDK Library: **[your initials]\_PROVINFO**

Confirm that you are adding a new UDK Library.

Return to the UDK Management Menu.

Use the Show UDK Library (SL) option to display the copied library:

Select UDK Library Name: **[your initials]\_PROVINFO**

Display the UDK Library on your terminal

Notify the presenter after the copied UDK Library is displayed.

Return to the UDK Management Menu.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

**Scenario 4** - Create a UDK Library.

**INSTRUCTIONS:** No additional instructions are required.

**Scenario:** *You routinely print a special report to the same printer. You decide that you would like a UDK Library called [your initials]\_SPECIAL REPORTS. This can be a UDK Library that other people will be able to use, but not edit.*

Determine the keystrokes required to generate the report. The report is on the Print Report for Range of Records (PRR) option of the Output Examples Menu. Print a summary report for all dates (first to last). The printer is Practice Printer A.

Select Edit UDK Library: **EL**

Select UDK Library Name: [default] // **[your initials]\_SPECIAL REPORTS**

Confirm that you are adding a new UDK Library.

Update the library characteristics for a public, non-editable library:

Enter Usage.

Enter Editable.

Enter the UDK.

Enter the key strokes for the <F20> macro to print the report.

File the new UDK Library.

Load the new library.

Test the new UDK.

Notify the presenter after the new UDK has been tested.

Return to the UDK Management Menu.

Log off CHCS.

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **Section 4. Data Cards**

##### **Presenter/System Operator**

Username:	<b>TRAINING</b>	Access:	<b>ORTPRES</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPRESV</b>
Area:	<b>[A or B]</b>		

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## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **CLN Subsystem Users**

##### **Nurse**

###### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSAV</b>
Area:			

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###### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSBV</b>
Area:			

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###### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSCV</b>
Area:			

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###### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSDV</b>
Area:			

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###### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **CLN Subsystem Users**

##### **Nurse (continued)**

###### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSFV</b>
Area:			

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###### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSGV</b>
Area:			

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###### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSHV</b>
Area:			

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###### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSIV</b>
Area:			

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###### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTNURSJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTNURSVJ</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **CLN Subsystem Users**

##### **Physician**

###### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYAV</b>
Area:			

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###### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYBV</b>
Area:			

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###### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYCV</b>
Area:			

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###### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYDV</b>
Area:			

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###### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **CLN Subsystem Users**

##### **Physician (continued)**

###### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYFV</b>
Area:			

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###### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYGV</b>
Area:			

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###### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYHV</b>
Area:			

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###### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYIV</b>
Area:			

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###### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHYJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHYJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **DTS Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSAV</b>
Area:			

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##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSBV</b>
Area:			

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##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSCV</b>
Area:			

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##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSDV</b>
Area:			

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##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSEV</b>
Area:			



## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **DTS Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSF</b>
Password:	<b>[site password]</b>	Verify:	<b>OFTDTSFV</b>
Area:			

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##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSF</b>
Password:	<b>[site password]</b>	Verify:	<b>OFTDTSFV</b>
Area:			

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##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSF</b>
Password:	<b>[site password]</b>	Verify:	<b>OFTDTSFV</b>
Area:			

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##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSIV</b>
Area:			

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##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTDTSJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTDTSJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **LAB Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABAV</b>
Area:			

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##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABBV</b>
Area:			

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##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABCV</b>
Area:			

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##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABDV</b>
Area:			

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##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **LAB Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABFV</b>
Area:			

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##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABGV</b>
Area:			

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##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTLABJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTLABJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **MSA Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSABV</b>
Area:			

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##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSACV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSADV</b>
Area:			

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##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **MSA Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMCPGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTMSAJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTMSAJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PAD Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PAD Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADIJ</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPADJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPADJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PAS/MCP Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASEV</b>
Area:			



## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PAS/MCP Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPASJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPASJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PHR Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHREV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **PHR Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTPHRJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTPHRJV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **RAD Subsystem Users**

##### **Student 1**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADA</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADAV</b>
Area:			

---

##### **Student 2**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADB</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADBV</b>
Area:			

---

##### **Student 3**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADC</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADCV</b>
Area:			

---

##### **Student 4**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADD</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADDV</b>
Area:			

---

##### **Student 5**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADE</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADEV</b>
Area:			

## **ORT: ADVANCED TOPICS**

### **Module 3 - User-Defined Keys**

#### **RAD Subsystem Users (continued)**

##### **Student 6**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADF</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADFV</b>
Area:			

---

##### **Student 7**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADG</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADGV</b>
Area:			

---

##### **Student 8**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADH</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADHV</b>
Area:			

---

##### **Student 9**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADI</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADIV</b>
Area:			

---

##### **Student 10**

Username:	<b>TRAINING</b>	Access:	<b>ORTRADJ</b>
Password:	<b>[site password]</b>	Verify:	<b>ORTRADJV</b>
Area:			

**ORT: ADVANCED TOPICS**  
**Module 3 - User-Defined Keys**  
**Section 5. Reference Materials**

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## USER-DEFINED KEYS

The User-Defined Key (UDK) Management Menu option is located on the Secondary Menu in CHCS. You can program UDKs to play back a sequence of keystrokes. These keys are attached to your access and verify codes, so they can be used from terminal to terminal.

SL Show UDK Library  
LL Load UDK Library  
EL Edit UDK Library  
CL Copy UDK Library  
EU Edit UDK User Profile

Select UDK Management Menu Option: EL

\*\*\* UDK Library Edit\*\*\*

Select UDK LIBRARY NAME: SAMPLER  
Are you adding 'SAMPLER' as a new UDK LIBRARY? Y

UDK Library Edit

UDK LIBRARY: SAMPLER

NAME: SAMPLER EDITOR: CARTIER,ROBIN  
USAGE: PUBLIC EDITABLE: NOT EDITABLE

Want to edit macros (Y/N): Y

UDK LIBRARY: SAMPLER

UDK Macro Edit

UDK: ??

Macro:

Enter a number from 6 to 20 to indicate which UDK you want to edit. Use 15 for the <Help> key and 16 for the <Do> key. Current UDK macro definitions:

F6 ;SETCORDER SETCRESC[23-CRYCR

F7 RCRCRCRNCRLABCRCRCRCR

F8 DOCCREDRCRSCCR4HCRCRCR

F9

F10

F11

F13

F14

F15

F16

F17

F18

F19

F20

CHCS

USER-DEFINED KEYS

**USER-DEFINED KEYS (continued)****Notes:**

- The definable keys are <Shift> <F6> through <Shift> <F20>.
- On the UDK Macro Edit screen:
  - Enter the number of the function key you wish to program, e.g., 6 (not F[n]).
  - Enter a macro of the exact steps you would use for anything you enter into the system frequently.
  - Insert control characters in a macro by using the special UDK Library loaded for the macro editor. For example, press <Shift> <F13> to insert a <Return> key stroke.

<F6> = Insert	<F14> = F11
<F7> = Remove	<F15> = PF1
<F8> = Select	<F16> = Do
<F9> = Prev Screen	<F17> = Cursor Up
<F10> = Next Screen	<F18> = Cursor Down
<F11> = Escape	<F19> = Cursor Left
<F12> = F7	<F20> = Cursor Right
<F13> = Return	

- Help is available by pressing <Help> at the Macro prompt.
- Approximately 400 keystrokes can be stored in each library. (Users may have multiple libraries.)
- To engage the UDK, press <Shift-F[n]>
- Use the Copy UDK Library (CL) menu option to copy other public libraries.

- In order for your library to remain loaded after you leave the system, you must enter the library into your UDK User Profile and establish it as a default library:

UDK Library User: CARTIER,ROBIN

UDK USER EDIT

Select UDK Library:  
UDK Library: SAMPLER  
UDK Library:

Default UDK Library: SAMPLER

- If you wish to delete a UDK Library and it is listed as your default UDK Library, you must first delete it as your default from your UDK User Profile.

**CHCS****USER-DEFINED KEYS**